

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you invested in the interview process.

We appreciate your enthusiasm and the insights you shared with us. After careful consideration, we regret to inform you that we have decided to move forward with another candidate whose qualifications more closely match our needs at this time.

Your application was impressive, and we encourage you to apply for future openings that align with your skills and experiences.

Thank you once again for your interest in [Company Name]. We wish you all the best in your job search.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]