

Dear [Applicant's Name],

Thank you for your application for the [specific service] position at [Company/Organization Name]. We appreciate the time and effort you took to submit your application.

After reviewing your application, we regret to inform you that we will not be moving forward with your candidacy at this time. This decision was difficult to make due to the high caliber of applicants we received.

We encourage you to apply for future opportunities that align with your qualifications and experience. Thank you again for your interest in [Company/Organization Name], and we wish you the best of luck in your job search.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]