

Hiring Decision Notification

Date: [Insert Date]

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. After careful consideration, we are writing to inform you of our final decision.

We appreciate the time and effort you put into the interview process. Unfortunately, we have chosen to proceed with another candidate who more closely meets the qualifications and requirements for the position.

We encourage you to apply for future openings at [Company Name] and wish you the best in your job search.

Thank you once again for your interest in joining our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]