

Hiring Decision Notification

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you put into the application process and the opportunity to learn more about your qualifications.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate whose skills and experience more closely match our needs for this position.

Please do not take this decision as a reflection of your abilities. We encourage you to apply for future openings at [Company Name] that match your qualifications.

Thank you once again for your interest in joining our team. We wish you all the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email]