

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in registering with [Company Name]. We appreciate the time you took to submit your application and share your background with us.

After carefully reviewing your qualifications and current requirements, we regret to inform you that we are unable to proceed with your registration at this time. Our decision is based on our current business needs and the specific criteria we are looking for in our talent pool.

We will keep your details in our records for [Number] months. Should a suitable opportunity that matches your profile arise in the future, we may contact you to discuss further steps.

Thank you again for your interest in [Company Name]. We wish you the best of luck with your professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]