

Subject: Regarding your application for [Job Title] - [Candidate Name]

Dear [Candidate Name],

Thank you for taking the time to speak with us over the phone regarding the [Job Title] position. It was a pleasure learning more about your extensive professional background and accomplishments.

After careful consideration of your experience and our current team structure, we have decided not to move forward with your candidacy at this time. While your qualifications are very impressive, we believe your skills and seniority exceed the scope and requirements of this particular role.

We feel that this position may not provide the level of challenge or growth that someone with your level of expertise deserves. We would like to keep your resume on file should a more senior-level opening that aligns with your experience become available in the future.

We appreciate your interest in [Company Name] and wish you the very best in your career search.

Best regards,

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