

Subject: Re: [Position Name] - [Candidate Name]

Dear [Candidate Name],

Thank you for taking the time to speak with me on [Date] regarding the [Position Name] role at [Company Name]. It was a pleasure learning more about your background and experience.

I am writing to let you know that we have decided to move forward with other candidates whose qualifications more closely align with our current needs for this specific role. As a result, we will not be inviting you to the next round of interviews.

We appreciate your interest in [Company Name] and will keep your resume on file for future opportunities that may be a good fit.

We wish you the best of luck in your job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]