

Dear [Candidate Name],

Thank you for taking the time to meet with us regarding the [Job Title] position. We enjoyed learning more about your background and professional experiences.

I am writing to inform you that we have decided to move forward with other candidates at this stage of the recruitment process. While your qualifications are impressive, our client has decided to prioritize candidates whose specific skills and experience more closely align with their current internal preferences and project requirements.

We appreciate the interest you have shown in our company and the time you invested in the interview process. We will keep your resume on file for future opportunities that may be a better fit.

We wish you the best of luck with your current job search and your future professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]