

Dear [Candidate Name],

Thank you for taking the time to meet with us on [Date] to discuss the [Job Title] position. It was a pleasure learning more about your professional background and accomplishments.

After careful consideration, we have decided not to move forward with your application at this time. While we were impressed with your skills and experience, we are looking for a candidate whose working style and approach more closely align with our current team dynamics and organizational culture.

We appreciate your interest in [Company Name] and wish you the best of luck in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]