

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for taking the time to meet with us to discuss the [Job Title] position. 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 at this time. This was a difficult decision, as we were impressed with your qualifications.

While we won't be moving to the next stage for this specific role, we would like to keep your resume on file for future opportunities that may be a better match for your skill set. We will reach out to you if a suitable position becomes available.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]