

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

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 achievements.

While we were impressed with your skills and professional demeanor, the hiring committee has decided to move forward with other candidates who possess more direct experience within the [Industry Name] industry at this time.

We appreciate your interest in [Company Name] and will keep your resume on file for future openings that may be a better match for your specific experience level.

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

Best regards,

[Your Name]

[Your Job Title]

[Company Name]