

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 extensive background and impressive achievements in [Industry/Field].

After careful consideration, we have decided not to move forward with your application for this specific role. While your qualifications are exceptional, the hiring team feels that your experience and skills far exceed the current requirements and scope of this position. We believe this role may not offer the level of challenge or growth that someone with your expertise deserves.

We were very impressed with your professional journey and would like to keep your resume on file should a more senior-level position that aligns with your seniority become available in the future.

We appreciate your interest in [Company Name] and wish you the very best in your career search.

Best regards,

[Your Name]
[Your Title]
[Company Name]