

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 skills and experiences.

I am writing to inform you that we have decided to move forward with other candidates at this time. This decision does not reflect a lack of confidence in your abilities, but rather the specific needs of the role and the strong competition within our applicant pool.

We will keep your resume on file for future opportunities that may align with your background. We encourage you to keep an eye on our careers page for new openings.

Thank you again for your interest in [Company Name] and for the time you invested in the interview process. We wish you the best of luck in your job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]