

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for taking the time to meet with our team to discuss the [Job Title] position. We enjoyed learning more about your background and your interest in [Company Name].

While we were impressed with your [Specific Strength, e.g., communication skills/portfolio], the hiring team has decided to move forward with other candidates whose current experience more closely aligns with our specific requirements for [Specific Skill/Tool/Technology].

At this time, we are looking for a candidate with more direct experience in [Mention the Skill Gap, e.g., advanced data modeling / managing enterprise-level accounts] to meet the immediate needs of the role.

We appreciate your interest in our organization and will keep your resume on file for future opportunities that may be a better match for your skillset. We wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]