

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for taking the time to meet with us for the first interview regarding 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 met with many qualified individuals.

We appreciate your interest in [Agency Name] and the effort you put into the application process. We will keep your resume on file for future opportunities that may be a better match for your skill set.

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

Best regards,

[Your Name]

[Your Job Title]

[Agency Name]