

Subject: 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. We enjoyed learning more about your background and your interest in [Company Name].

After careful consideration, we have decided not to move forward with your candidacy at this time. While your interview showed many strengths, we are currently looking for a candidate with more extensive experience in [Specific Skill or Requirement] than your current profile offers.

We appreciate the interest you have shown in our company and will keep your resume on file for future openings that may be a better match for your qualifications.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]