

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to meet with our team.

After a thorough review of your qualifications and experience, we have decided to move forward with other candidates at this time. Our selection process is based on specific industry standard requirements and technical benchmarks necessary for this role. At this stage, your current profile does not fully align with the specific industry standards we are seeking for this direct hire position.

We appreciate the opportunity to learn about your background. We will keep your resume on file for future openings that may be a better match for your skill set.

We wish you the best of luck in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]