

[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 application and interview, we have decided to move forward with other candidates at this time. While your professional background is impressive, we are currently looking for an individual with more direct experience in [Specific Technical Sector/Tool/Process] to meet the immediate technical requirements of this placement.

We will keep your resume on file for future openings that may better align with your expertise. We appreciate the interest you have shown in our organization and wish you the best of luck in your career search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]