

Dear [Candidate Name],

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

After careful review of your application and experience, we have decided to move forward with other candidates who more closely match the specific requirements of this role at this time.

However, we were impressed with your background and would like to keep your resume in our talent database. This will allow us to consider you for future openings that align with your skills and qualifications. If a suitable position becomes available, a member of our recruiting team will reach out to you directly.

If you would prefer that we do not retain your information, please let us know, and we will remove your profile from our records.

We wish you the best of luck in your current job search and appreciate your interest in [Company Name].

Best regards,

[Your Name/Company Recruitment Team]
[Company Name]