

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in joining the healthcare team at [Company Name]. We appreciate the time you took to apply and share your professional background with us.

After carefully reviewing your application, we have decided not to move forward with your candidacy at this time. We will, however, keep your resume on file for future vacancies that align with your skills and clinical experience.

We encourage you to monitor our careers page for any new openings that may interest you in the future.

We wish you the best of luck in your professional healthcare career.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]