

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for giving us the opportunity to review your resume for the [Job Title] position. We appreciated the chance to learn more about your skills and experience.

After careful consideration, we have decided to move forward with other candidates who more closely match the current requirements of this role.

However, we were impressed with your background and would like to keep your information on file for future openings that may be a better fit for your qualifications. Should a relevant position become available, a member of our team may reach out to you directly.

We wish you the best of luck in your job search and thank you for your interest in [Agency Name].

Sincerely,

[Your Name]

[Your Title]

[Agency Name]