

Dear [Candidate Name],

Thank you for giving us the opportunity to review your application and for the time you spent interviewing with us for the [Job Title] position.

We enjoyed learning more about your background and experience. However, we are writing to inform you that we have decided to move forward with another candidate who more closely matches the specific requirements of the role at this time.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]