

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

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

After reviewing your profile and the specific requirements provided by our client, we are writing to inform you that we will not be moving forward with your candidacy at this time. This decision is based specifically on a mismatch between the compensation range established by the client for this role and your current salary expectations.

While we are unable to proceed with this specific vacancy, we have added your resume to our internal database. Should a future opportunity arise that aligns more closely with your professional experience and compensation requirements, we will reach out to you directly.

We appreciate your transparency during the process and wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Title]

[Your Agency/Company Name]