

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for giving us the opportunity to review your qualifications.

After careful consideration of your application and background, we regret to inform you that we will not be moving forward with your candidacy at this time. Our client has specified a requirement for a minimum of [Number] years of direct experience in [Specific Industry/Skillset], and your current profile does not meet this specific threshold.

While your professional background is impressive, the requirements set forth by our client for this particular role are very specific regarding the length and depth of industry experience.

We will keep your resume on file for future opportunities that may be a better match for your level of experience. We wish you the very best in your current job search.

Sincerely,

[Your Name]
[Your Title]
[Company Name]