

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for giving us the opportunity to review your profile for the [Job Title] position with our client, [Client Company Name].

We have completed the initial screening process and have shared your qualifications with the hiring team at [Client Company Name]. Following their review, they have decided to move forward with other candidates whose profiles more closely align with their current specific requirements for this role.

Please note that this decision relates only to this specific position. We will keep your resume in our database and will contact you should another opportunity arise that matches your background and expertise.

We appreciate the time and effort you invested in this application and wish you the best of luck in your job search.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]