

[Date]

[Candidate Name]

[Candidate Address]

[Candidate Email/Phone]

Subject: Regarding your application for [Job Title] at [Client Company Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position and for the time you invested in the interview process with our client, [Client Company Name].

We have received feedback from the hiring team. While they were impressed with your background and experience, they have decided to move forward with another candidate whose profile more closely aligns with their specific requirements at this time.

Please note that this decision is specific to this particular role and does not reflect on your overall qualifications. We will keep your resume in our database and contact you if a future opportunity arises that matches your skill set.

We wish you the very best in your current job search and your future professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Your Agency/Company Name]