

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to submit your application.

We received a very high volume of applications for this role. After a careful review of your qualifications and experience, we have decided to move forward with other candidates who more closely match the specific requirements for this position at this time.

We appreciate the time you invested in applying to [Company Name]. We will keep your resume on file for future opportunities that may be a better fit for your skills.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]