

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position and for taking the time to speak with our team regarding the requirements of this role.

After careful consideration, we are unable to move forward with your application at this time because the position requires a physical presence in [Location], and we understand that you are unable to relocate. As this role cannot be performed remotely, we must focus our search on candidates currently based in or able to move to the local area.

However, we were very impressed with your skills and background. With your permission, we would like to keep your resume in our talent database. Should a future remote opportunity or a role in a location that aligns with your situation become available, we will reach out to you.

We wish you the best of luck in your current job search and thank you for your interest in [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]