

[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 taking the time to speak with us regarding your application.

After careful consideration of your qualifications and our recent discussion regarding the permanent placement requirements, we regret to inform you that we will not be moving forward with your candidacy at this time. As this role requires a permanent physical presence at our [Location] office, we are unable to proceed due to your current inability to relocate to this area.

We appreciate the time you invested in the interview process. We will keep your resume on file for future opportunities that may offer remote flexibility or align with your preferred location.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]