

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position with [Agency Name] and for participating in our interview process.

After careful consideration, we regret to inform you that we are unable to move forward with your candidacy at this time. As stated during our discussions, this position requires a physical presence at our [Location/Office Name] office. Since you have indicated that you are unable to relocate to this area, we cannot proceed with your application.

We appreciate the time you took to share your qualifications and experience with us. We will keep your resume on file should a remote opportunity or a position in your current location become available in the future.

We wish you the best of luck in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]