

[Date]

[Candidate Name]
[Candidate Address]
[City, Country]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to meet with our team.

After careful consideration of your application and interview, we regret to inform you that we have decided to move forward with another candidate whose qualifications and experience more closely align with our current requirements and sponsorship capabilities.

Please note that this decision is based on a variety of factors related to the specific needs of this role and our current hiring criteria. We appreciate the time you invested in our recruitment process.

We will keep your resume on file for [Number] months should a future opening arise that matches your profile. We wish you the best of luck with your job search and your future professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]