

Dear [Candidate Name],

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

After carefully reviewing your qualifications and experience, we regret to inform you that we will not be moving forward with your application at this time. We received a high volume of applications from many qualified candidates, and our decision was based on the specific requirements and current needs of the role.

We appreciate the time you invested in applying to [Company Name]. We will keep your resume on file for [Number] months should a position that better matches your profile become available in the future.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]