

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Regarding your application for [Temporary Assignment Title]

Dear [Candidate Name],

Thank you for taking the time to meet with us to discuss the temporary assignment for [Position Name] at [Company Name]. We enjoyed learning more about your skills and experiences.

I am writing to inform you that the client has decided to move forward with another candidate for this specific temporary role. This decision was based on the specific technical requirements and immediate project needs requested by the client at this time.

We will keep your profile in our database and will contact you should any future temporary assignments or permanent positions arise that match your qualifications.

We appreciate your interest in working with us and wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]