

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position and for providing your application to [Agency Name].

After reviewing your qualifications and experience during our initial screening process, we have decided not to move forward with your application at this time. We received many applications from highly qualified candidates, and our decision was based on the specific requirements of our current openings.

We will keep your resume in our database for future opportunities that may be a better match for your skills. We encourage you to continue monitoring our website for new job postings.

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

Sincerely,

[Your Name]

[Your Title]

[Agency Name]