

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to meet with us regarding the temporary assignment for [Position Name]. It was a pleasure learning more about your skills and experience.

I am writing to inform you that we have decided to move forward with another candidate for this specific assignment. This decision was based on the immediate technical requirements and specific project timelines currently in place.

We appreciate your interest in [Company Name] and will keep your resume on file should a similar temporary role or a permanent position that matches your profile become available in the future.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]