

Subject: Regarding your application for [Position Name]

Dear [Candidate Name],

Thank you for taking the time to meet with us to discuss the [Position Name] role. We enjoyed learning more about your background and skills.

After reviewing our current operational requirements and the scheduling needs for this specific position, we have determined that we are unable to move forward with your application at this time due to a conflict in scheduling availability.

Although we cannot proceed with this particular role right now, we were very impressed with your qualifications. With your permission, we would like to keep your resume on file and reach out should a position with a more flexible or compatible schedule become available in the future.

We wish you the best of luck in your current job search and thank you for your interest in [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]