

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the temporary [Job Title] position at [Company Name]. We appreciate the time you took to meet with us and discuss your background.

After carefully reviewing your application and evaluating the specific technical requirements for this short-term project, we have decided to move forward with other candidates whose current skillsets more closely align with the immediate needs of this contract.

Although we will not be proceeding with your application for this particular role, we were impressed with your experience in [Mention a specific strength]. We will keep your resume on file for future opportunities that may be a better match for your professional expertise.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]