

Dear [Candidate Name],

Thank you for taking the time to interview with us on [Date] for the [Contract Role Title] position.

I am writing to inform you that, after careful consideration, we have decided to move forward with another candidate for this specific contract engagement. This was a difficult decision as we met with several highly qualified individuals.

We appreciated learning more about your background in [Mention a specific skill or project discussed]. Although we will not be proceeding at this time, we will keep your details on file should a similar contract opportunity arise in the future that aligns with your expertise.

Thank you for your interest in working with [Company Name] and we wish you the best of luck with your current projects and future endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]