

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] contract assignment with [Company Name] and for taking the time to complete our screening process.

After careful review of your qualifications and the results of your screening, we regret to inform you that we have decided to move forward with other candidates who more closely align with the specific requirements of this project at this time.

We appreciate the time you invested in the application process. We will keep your profile in our database and may contact you should any future contract opportunities arise that match your skills and experience.

We wish you the best of luck in your current search for a new assignment.

Best regards,

[Your Name]

[Your Title]

[Company Name]