

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] seasonal position at [Company Name]. We appreciate the time you took to apply and meet with our team.

After carefully reviewing your application and experience, we have decided not to move forward with your candidacy at this time. While your background is impressive, we are currently looking for candidates whose specific technical skills and prior experience more closely align with the immediate requirements of this seasonal assignment.

We will keep your resume on file for future opportunities that may be a better match for your skillset. We wish you the best of luck in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]