

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to meet with us regarding the [Job Title] position at [Company Name]. We enjoyed learning more about your experience and skills.

After careful consideration, we are unable to move forward with your application at this time. As discussed during the interview process, this role requires a consistent physical presence at our office in [Office Location]. Because you indicated an unwillingness to relocate and the specific requirements of this position are incompatible with remote work, we cannot proceed with your candidacy.

We appreciate your transparency regarding your location preferences. We will keep your resume on file should a future remote-compatible role or a position in your current area become available.

Thank you again for your interest in [Company Name], and we wish you the best in your job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]