

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for submitting your portfolio for review.

After a thorough evaluation of your work samples by our hiring team, we regret to inform you that we will not be moving forward with your application at this time. While your background is impressive, your portfolio does not currently meet the specific technical requirements or scope of work required for this particular role.

We appreciate the time and effort you put into your application. We will keep your resume on file for future opportunities that may be a better match for your skill set.

We wish you the best of luck in your job search and professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]