

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to apply.

We have reviewed your application and, while your background is impressive, we have decided to move forward with other candidates whose qualifications more closely align with our current needs.

We appreciate the opportunity to learn about your skills and experience. We will keep your resume on file for future openings that may be a good fit for your profile.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]