

Subject: Update regarding your application - [Company Name]

Dear [Candidate Name],

Thank you for the time and effort you invested in applying for the [Job Title] position and for meeting with our team.

While we have decided to move forward with another candidate at this time, we were very impressed with your background and skills. We believe your experience could be a great fit for our organization in the future.

With your permission, we would like to retain your candidate profile and resume in our talent database. This will allow us to reach out to you directly if a position opens up that matches your qualifications.

We wish you the best of luck in your current job search and thank you for your interest in [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]