

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

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Feedback Regarding Your Final Interview for [Job Title]

Dear [Candidate Name],

Thank you for participating in the final interview stage for the [Job Title] position at [Company Name]. We enjoyed learning more about your experience and discussing how your skills align with our team's goals.

After careful consideration, we are writing to inform you that we have decided to move forward with another candidate at this time. This was a difficult decision, as we were very impressed with your [mention a specific strength, e.g., technical expertise/presentation skills].

We truly appreciate the time and effort you invested in our recruitment process. We will keep your resume on file and may contact you if a suitable position opens up in the future.

We wish you the very best in your professional endeavors.

Best regards,

[Your Signature]

[Your Printed Name]
[Company Name]