

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

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

Dear [Candidate Name],

Thank you for taking the time to interview with [Company Name] for the [Job Title] position on [Interview Date]. We enjoyed learning more about your background and professional experience.

I am writing to update you on the status of your application. After careful consideration of all candidates, we have decided to move forward with another individual whose qualifications more closely align with our current requirements for this specific role.

To provide you with specific feedback regarding your suitability for the role: [Insert 1-2 constructive points, e.g., your technical skills were impressive, but we are looking for more direct experience in X area / we are seeking a candidate with more seniority in Y].

We appreciate your interest in [Company Name] and the effort you put into the recruitment process. We will keep your resume on file for future opportunities that may be a better match for your skillset.

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

Best regards,

[Your Signature]
[Your Printed Name]