

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Application for [Job Title] - [Company Name]

Dear [Candidate Name],

Thank you for giving [Agency Name] the opportunity to represent you for the [Job Title] position with our client, [Company Name].

We are writing to inform you that the client has decided to move forward with another candidate at this time. This decision was based on the specific alignment of technical skills and experience required for this particular role.

Please note that this outcome is specific to this individual vacancy. We were impressed with your [mention a specific strength, e.g., professional background/interview performance] and would like to keep your profile in our active database.

We will contact you if any future opportunities arise that match your qualifications. We also encourage you to monitor our website for new job postings.

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

Best regards,

[Your Name]

[Your Title]

[Agency Name]