

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

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

Subject: Regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for giving us the opportunity to interview you for the [Job Title] position. We enjoyed learning more about your experience and your interest in [Company Name].

I am writing to inform you that we have decided to move forward with other candidates who more closely match the specific requirements of the role at this time. This was a difficult decision, as we received applications from many qualified individuals.

We were impressed with your [mention a specific skill or strength, e.g., technical expertise/communication skills], and we would like to keep your resume on file for future openings that may align with your background.

We appreciate the time and effort you invested in our recruitment process. We wish you the best of luck in your current job search and your future professional endeavors.

Best regards,

[Your Signature]

[Your Printed Name]
[Company Name]