

Subject: Feedback regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for taking the time to interview with us for the [Job Title] position. It was a pleasure learning more about your background and professional achievements.

While your profile was highly impressive and you were among our top shortlisted candidates, we have decided to move forward with another applicant whose experience more closely aligns with our current specific requirements for [mention a specific skill or area, e.g., senior leadership in SaaS or technical expertise in Python].

The selection committee specifically noted the following strengths in your profile:

- [Strength 1]
- [Strength 2]

As feedback for your future applications, we felt that [mention a constructive area for improvement, e.g., more direct experience in X would have made your profile even more competitive for this particular role].

We will keep your details in our talent pool should a role more suited to your specific skill set open up in the future. We wish you the very best in your career search.

Best regards,

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