

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to participate in our placement process.

We are writing to inform you that we have decided to move forward with other candidates whose profiles more closely align with the specific requirements of this role at this time. This was a difficult decision as we received applications from many qualified individuals.

Feedback Regarding Your Application:

[Insert specific feedback here, e.g., While your technical skills were impressive, we are currently looking for someone with more experience in X / We felt that another candidate had a more specific background in Y.]

We appreciate the effort you put into your application and the interviews. We will keep your resume on file for [Number] months and will contact you should a future opening match your qualifications.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]