

[Your Name]
[Your Title]
[Company Name]
[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 the time you invested in our interview process. We appreciated the opportunity to learn more about your professional background and skills.

I am writing to provide further clarification regarding our decision. While your technical qualifications and experience are impressive, we have decided to move forward with another candidate whose working style and approach to collaboration more closely align with our current team's specific operational culture.

When we mention "cultural fit," we are referring to the specific environment of our workplace—namely [mention 1-2 neutral examples, e.g., our high-speed startup pace / our highly structured hierarchical communication / our preference for independent project management]. We feel that at this stage, another candidate's previous experience in a similar environment makes them a more immediate match for the way our team functions daily.

This decision is not a reflection of your professional capabilities, but rather an assessment of where your strengths would be best utilized. We are confident that your skills will be a great asset to an organization with a different operational structure.

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

Sincerely,

[Your Signature]
[Your Printed Name]