

Date: \_\_\_\_\_

Applicant Name

Applicant Address

City, State ZIP

Dear \_\_\_\_\_,

Thank you for your interest in the \_\_\_\_\_ position at our company. We appreciate the time and effort you invested in your application and interview process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was made after a thorough review of all candidates and was not an easy one.

We encourage you to apply for future openings that match your qualifications and experience. Thank you again for your interest in joining our team, and we wish you the best in your job search.

Sincerely,

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Title

Company Name