

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

Dear [Candidate Name],

Thank you for taking the time to interview with us for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this role. Please know that this decision was not easy, as we had many strong applicants.

We truly appreciate your time and effort during the application and interview process. We encourage you to apply for future openings that match your skills and experience.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]