

Your Company Name
Your Company Address
City, State ZIP Code

[Date]

[Applicant Name]
[Applicant Address]
[City, State ZIP Code]

Subject: Application for [Job Title] Position

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Your Company Name] and for the time you invested in the interview process.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate whose qualifications more closely align with the requirements of this role.

We appreciate your interest in joining our team and encourage you to apply for future openings that match your skills and experience.

Thank you again for your time, and we wish you success in your job search and future professional endeavors.

Sincerely,

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