

Date: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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

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

After careful consideration, we regret to inform you that we have decided not to move forward with your application at this time. We received applications from many qualified candidates, making our decision a difficult one.

We appreciate your interest in joining our team and wish you the best in your future career endeavors.

Sincerely,

\_\_\_\_\_  
Hiring Manager