

[Your Company Letterhead or Name]

[Date]

[Candidate Name]

[Candidate Address]

Greeting

Dear [Candidate Name],

Opening Statement

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

Decision Notification

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate for this role.

Optional Feedback / Encouragement

We appreciate your qualifications and the effort you put into your application. We will keep your information on file and encourage you to apply for future openings that match your skills and experience.

Closing Statement

Thank you again for considering [Company Name] as your potential employer. We wish you every success in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]