

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you invested in your application and the opportunity to learn more about your skills and experiences. After careful consideration, we have decided to move forward with another candidate who more closely matches our current needs. This decision was not easy, as we were impressed by your qualifications and potential contributions.

Although we are unable to offer you a position at this time, we were particularly impressed with [mention any specific skills or experiences], and we encourage you to apply for future opportunities. We believe you have great potential, and we look forward to possibly working together in the future.

Thank you again for your interest in joining our team. We wish you success in your job search and all your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]