

Dear [Applicant's Name],

Thank you for your interest in the [Position Title] role at [Company Name]. We were impressed by your qualifications and experience, and we genuinely appreciate the time and effort you put into your application and interview process.

After careful consideration, we have decided to move forward with another candidate whose experience and skills more closely align with the current needs of our team. This was not an easy decision, as we had many qualified applicants.

We encourage you to apply for future openings that match your skill set, as we were genuinely impressed by your expertise and professionalism. We will keep your resume on file for upcoming opportunities and will reach out if we find a suitable match.

We wish you every success in your job search and future career endeavors. Thank you once again for considering [Company Name] as a potential workplace.

Warm regards,

[Your Name]

[Your Position]

[Company Name]