

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We were very impressed with your background and the time you spent interviewing with our team.

We are writing to inform you that we received an exceptionally high volume of qualified applications for this role. While your qualifications are impressive, we have reached our current hiring capacity for this specific opening and have extended offers to other candidates at this time.

However, we were highly impressed with your skills and experience. With your permission, we would like to keep your resume on file. Should a similar position become available in the near future or if our hiring needs expand, we would like to reach out to you directly.

Thank you again for your interest in [Company Name]. We wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]