

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time you took to submit your application and share your qualifications with us.

After carefully reviewing your application, we have decided to move forward with other candidates whose experience more closely aligns with our current needs. As a result, we will not be inviting you for an interview at this time.

We will keep your resume on file for future opportunities that may be a better match for your skills. We encourage you to keep an eye on our careers page for new openings.

Thank you again for your interest in [Company Name], and we wish you the best of luck in your job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]