

Subject: Application Update - [Company Name] - [Job Title]

Dear [Applicant Name],

Thank you for giving us the opportunity to review your resume for the [Job Title] position at [Company Name].

After carefully reviewing your application and qualifications, we have decided to move forward with other candidates who more closely match the requirements of the role at this time.

We appreciate your interest in our company and the time you took to apply. We will keep your resume on file for future openings that may be a better fit for your skills and experience.

We wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]