

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to speak with our team during the initial screening process.

After reviewing your qualifications and the requirements of the role, we have decided not to move forward with your application at this time. While your background is impressive, we are currently looking for a candidate with more extensive experience in [Specific Skill or Industry Area] to meet the immediate needs of this position.

We will keep your resume on file for future openings that may be a better match for your current level of experience. We appreciate your interest in our company and wish you the best of luck in your job search.

Best regards,

[Your Name]
[Your Title]
[Company Name]