

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for sharing your resume with us.

We are writing to inform you that we have now filled this position. While your qualifications are impressive, we have decided to move forward with another candidate whose experience more closely aligns with our current needs.

We appreciate the time you took to apply. We will keep your resume on file for future openings that may be a match for your skills. We wish you the best of luck in your job search and professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]