

Subject: Update on your application for [Job Title] - [Company Name]

Dear [Candidate Name],

Thank you for taking the time to speak with us over the phone regarding the [Job Title] position at [Company Name]. It was a pleasure learning more about your background and experience.

I am writing to let you know that we have decided to move forward with other candidates who more closely match the requirements of the role at this time. Therefore, we will not be inviting you to the next stage of our interview process.

We appreciate your interest in [Company Name] and the time you invested in applying. We will keep your resume on file for future opportunities that may be a better fit for your skills.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]