

Dear [Candidate Name],

Thank you for taking the time to speak with us over the phone regarding the [Job Title] position. We enjoyed learning more about your background and your interest in [Company Name].

After reviewing our conversation and your qualifications alongside the requirements of the role, we have decided to move forward with other candidates who possess more direct experience in [Specific Skill/Industry Area].

While we were impressed with your [Specific Strength, e.g., communication skills], the current needs of the team require someone with a deeper level of experience in [Key Requirement] at this stage.

We appreciate your interest in our organization and wish you the very best in your job search and future professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]