

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

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

I am writing to inform you that we have decided to move forward with another candidate who more closely matches the specific requirements of the role at this time. Therefore, we will not be inviting you to the next round of interviews.

We appreciate your interest in [Company Name] and the time you invested in our recruitment process. 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 job search and your future professional endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]