

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 extensive background and impressive career achievements.

After careful consideration, we have decided not to move forward with your application at this time. While your qualifications are exceptional, our team feels that your level of experience and expertise significantly exceed the requirements and scope of this particular role. We believe this position might not provide the long-term challenge or growth opportunities that someone with your professional standing deserves.

We will keep your resume on file should a more senior-level position open up that better aligns with your advanced skill set.

Thank you again for your interest in [Company Name], and we wish you the best of luck in your career search.

Best regards,

[Your Name]

[Your Title]

[Company Name]