

Dear [Candidate Name],

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

This year, we received an exceptionally high volume of applications from a very competitive pool of talented individuals. After careful consideration of all candidates interviewed during the phone screening stage, we have decided to move forward with other applicants whose qualifications more closely align with our current requirements.

Please be assured that this decision was difficult given the high caliber of candidates we encountered. We will keep your resume on file for future openings that may be a match for your skillset.

We appreciate your interest in [Company Name] and wish you the very best in your job search and future professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]