

Dear [Candidate Name],

Thank you for taking the time to meet with us to discuss the [Job Title] position. It was a pleasure learning more about your experience and career goals.

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.

We appreciate your interest in [Company Name] and the time you invested in our interview process. We will keep your resume on file for future openings that may be a good 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 Title]

[Company Name]