

Dear [Candidate Name],

Thank you for taking the time to meet with our team to discuss the [Job Title] position. We enjoyed learning more about your background and your interest in [Company Name].

While we were impressed with your qualifications, we have decided to move forward with other candidates whose experience more closely aligns with our current needs for this specific role. As a result, we will not be inviting you to the next round of interviews at this time.

However, we truly valued our conversation and would like to keep your resume on file for future openings that may be a better fit for your skillset. We encourage you to keep an eye on our careers page and apply for any future positions that interest you.

We wish you the best of luck in your job search and thank you again for your interest in our company.

Best regards,

[Your Name]

[Your Title]

[Company Name]