

Dear [Candidate Name],

Thank you for taking the time to meet with us for the first-round interview regarding the [Job Title] position. We enjoyed learning more about your background and professional interests.

After careful consideration, we have decided not to move forward with your application at this time. While we were impressed with your [Specific Skill or Attribute], the role currently requires a higher level of direct experience in [Specific Area/Industry] than you currently possess.

We appreciate your interest in [Company Name] and encourage you to apply for future openings that align with your growing skill set. We wish you the best of luck in your job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]