

Subject: Update regarding your application for [Job Title] - [Candidate Name]

Dear [Candidate Name],

Thank you for taking the time to meet with us for the first round interview for the [Job Title] position. It was a pleasure learning more about your background and professional experiences.

After careful consideration, we have decided not to move forward with your application at this time. While your credentials are impressive, we are looking for a candidate with more specific experience in [mention specific skill or software, e.g., Python development / high-volume sales / project management], which is a core requirement for this particular role.

We appreciate your interest in [Company Name] and will keep your resume on file should a position more closely aligned with your skillset become available in the future.

We wish you the best of luck in your job search and your future professional endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]