

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

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

I am writing to let you know that we have decided to move forward with other candidates at this stage. While your qualifications are impressive, we are currently looking for individuals whose specific experience more closely aligns with the immediate needs of this remote role.

We will keep your resume on file for future openings that may be a better fit for your skill set. We appreciate your interest in joining our distributed team and wish you the best of luck in your job search.

Best regards,

[Your Name]
[Your Title]
[Company Name]