[Date]

[Candidate First Name] [Candidate Last Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to meet with our team during the final round of interviews for the [Job Title] position. We truly enjoyed learning more about your experience and discussing your potential fit within [Company Name].

I am writing to inform you that we have decided to move forward with another candidate who more closely aligns with the specific technical requirements and immediate needs of the role at this time.

This was a difficult decision, as we were impressed by your background and the insights you shared during our conversation. We will keep your resume on file for future openings that may be a better match for your skill set.

We appreciate your interest in [Company Name] and wish you the very best in your professional endeavors.

Best regards,

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