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

Dear [Candidate Name],

Thank you for taking the time to meet with us during the final interview stage for the [Job Title] position. It was a pleasure learning more about your extensive background and impressive achievements.

After careful consideration, we have decided to move forward with another candidate whose current experience level aligns more closely with the specific requirements and scope of this particular role.

The hiring committee was very impressed with your credentials. However, we feel that your high level of expertise and seniority exceed the responsibilities of this position. We believe that this role might not provide the long-term challenge or growth opportunities that someone with your qualifications deserves.

We would like to keep your resume on file for future openings that better match your advanced skillset and leadership experience.

Thank you again for your interest in [Company Name], and we wish you the very best in your career search.

Best regards,

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