Subject: Update on your application for [Job Title] - [Company Name]

Dear [Candidate Name],

Thank you for taking the time to meet with our team during the final interview round for the [Job Title] position. It was a pleasure learning more about your background and your impressive accomplishments at [Current/Previous Company].

The hiring committee was very impressed with your skills and your professional approach. However, after a thorough review of all finalists, we have decided to move forward with another candidate whose specific experience and technical expertise more closely align with the immediate requirements of this role.

This was a difficult decision, as your qualifications are strong. We truly appreciate the time and effort you invested in our recruitment process.

We will keep your resume on file should a future opening arise that matches your profile. In the meantime, we wish you the very best in your job search and your future professional endeavors.

Best regards,

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