

Dear [Candidate Name],

Thank you for applying for the [Job Title] position and for meeting with the team to discuss your interest in the role.

After careful consideration, we have decided to move forward with another candidate at this time. This was a difficult decision, as we value your contributions to [Department/Company Name].

We encourage you to continue your professional growth here and would be happy to discuss feedback regarding your interview and potential future opportunities during a follow-up meeting.

Thank you for your hard work and continued commitment to the team.

Best regards,

[Your Name]

[Your Title]