

Dear [Candidate Name],

Thank you for giving us the opportunity to review your application for the [Job Title] position at [Company Name]. We enjoyed learning more about your background and impressive career achievements.

After careful consideration, we have decided not to move forward with your candidacy at this time. While your qualifications and extensive experience are truly outstanding, we feel that your background exceeds the current requirements for this specific role. We believe that this position may not offer the level of challenge or professional growth that someone with your expertise deserves.

We will keep your resume on file should a more senior-level opening arise that better aligns with your skills and seniority.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]