

Dear [Candidate Name],

Thank you for giving us the opportunity to review your application for the [Job Title] position at [Company Name]. We appreciated the time you spent meeting with our team to discuss your background and experience.

After careful consideration, we have decided not to move forward with your application at this time. While your credentials and extensive experience are very impressive, we believe your qualifications exceed the requirements for this specific entry-level role. Our concern is that this position may not offer the level of challenge or professional growth you are looking for at this stage in your career.

We will keep your resume on file should a more senior position open up that better aligns with your level of expertise. We encourage you to monitor our careers page for future opportunities.

Thank you again for your interest in [Company Name], and we wish you the best of luck in your job search.

Best regards,

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