

Subject: Regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for giving us the opportunity to review your application and for meeting with the team to discuss the [Job Title] position.

The hiring committee was very impressed with your extensive background, your achievements, and the depth of your expertise. After careful consideration of our current internal team dynamics and the specific requirements of this role, we have decided to move forward with another candidate whose profile aligns more closely with the immediate, day-to-day tactical needs of the team.

Given your significant experience and seniority, we feel that this particular role may not offer the level of challenge or growth that someone with your qualifications deserves. We want to ensure that any new addition to our team is placed in a position where they can be fully utilized and engaged long-term.

We will keep your resume on file should a more senior-level opening arise that better matches your professional standing. We appreciate your interest in [Company Name] and wish you the best of luck in your career search.

Best regards,

[Your Name]

[Your Title]

[Company Name]