

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for giving us the opportunity to review your application for the [Job Title] position at [Company Name]. It was a pleasure to learn more about your extensive professional background and accomplishments.

After careful consideration, we have decided not to move forward with your application at this time. Our team felt that your level of experience and senior-level expertise significantly exceed the requirements of this specific role. We believe that this position may not provide the long-term challenges or professional growth opportunities suited to a candidate of your caliber.

We were very impressed with your credentials and would like to keep your resume on file for future leadership or executive-level openings that align more closely with your seniority and skillset.

Thank you again for your interest in [Company Name] and for the time you invested in the interview process. We wish you continued success in your professional career.

Best regards,

[Your Name]

[Your Title]

[Company Name]