

[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]. We appreciated the chance to learn more about your background and qualifications.

After careful consideration, we have decided not to move forward with your candidacy at this time. While your credentials are impressive, we are currently seeking a candidate with more extensive experience specifically within the [Industry Name] industry to meet the immediate needs of this role.

We will keep your resume on file for future openings that may be a better match for your skills and experience level. We wish you the best of luck in your current job search and your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]