

Subject: Application for [Job Title] - [Applicant Name]

Dear [Applicant Name],

Thank you for giving us the opportunity to review your application for the [Senior Job Title] position at [Company Name]. We appreciate the time and effort you put into your application and interest in our team.

After carefully reviewing your background and experience, we have decided not to move forward with your candidacy for this specific senior-level role at this time. While your skills are impressive, we are currently looking for a candidate with more extensive experience in [Specific Senior Requirement, e.g., strategic leadership or long-term project management] for this particular vacancy.

However, our hiring team was very interested in your profile. We believe your current experience is a strong match for more junior or mid-level roles within our department. We would like to keep your resume on file and reach out should a position open that better aligns with your current level of experience.

We encourage you to keep an eye on our careers page for future openings and wish you the very best in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]