

[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 enjoyed learning about your background and professional accomplishments.

After careful consideration, we have decided to move forward with other candidates who possess more extensive experience in direct leadership and team management roles. While your technical qualifications are impressive, this specific position requires a higher level of previous experience leading large teams and overseeing strategic department operations than your current profile reflects.

We will keep your resume on file for future openings that may be a better match for your current experience level. We appreciate your interest in [Company Name] and wish you the best of luck in your career pursuit.

Best regards,

[Your Name]

[Your Title]

[Company Name]