

[Date]

[Candidate Name]

[Candidate Address]

[Candidate City, State, Zip]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to submit your application.

After carefully reviewing your application and experience, we regret to inform you that we will not be moving forward with your candidacy at this time. Our decision is based on the fact that your current qualifications do not meet the minimum required criteria outlined for this specific role, specifically regarding [mention specific requirement, e.g., years of experience / specific certification / technical skill].

We appreciate your interest in our organization and encourage you to apply for future openings that align with your professional background.

We wish you the best of luck in your job search and future career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]