

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for submitting your application materials.

After reviewing your submission, we regret to inform you that your portfolio does not currently meet the technical requirements or volume of work necessary for this specific role. As a result, we will not be moving forward with your application at this time.

Specifically, our review found that the portfolio was insufficient in the following areas:

- [Insert Reason: e.g., Lack of relevant project examples]
- [Insert Reason: e.g., Missing required technical documentation]
- [Insert Reason: e.g., Insufficient breadth of work]

We appreciate the time you took to share your work with us. We wish you the best of luck in your professional endeavors and encourage you to apply for future openings that may be a better match for your skills.

Sincerely,

[Your Name]

[Your Title]

[Company Name]