[Date]

[Candidate First Name] [Candidate Last 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 to move forward with other candidates at this time. While your educational background and skills are impressive, our current requirement for this role necessitates a higher level of direct practical industry exposure than your current profile reflects.

We will keep your resume on file for future openings that may be a better match for your experience level as you continue to grow in your career. We encourage you to apply for future positions with us as you gain more hands-on experience in the field.

Thank you again for your interest in [Company Name]. We wish you the best of luck with your professional endeavors.

Best regards,

[Your Name]
[Your Title]
[Company Name]