

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for giving us the opportunity to review your application and for taking the time to meet with our team regarding the [Job Title] position at [Company Name].

After careful consideration of your background and our current team dynamics, we have decided to move forward with another candidate whose professional approach and work style more closely align with our specific organizational culture and internal environment at this time.

This decision is based on our current operational needs and does not reflect a lack of respect for your technical skills or professional achievements. We appreciate the unique perspectives you shared during the interview process.

We wish you the very best in your job search and your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]