

[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 meeting with our team to discuss the [Job Title] position at [Company Name].

After careful consideration of your background and our recent conversations, we have decided not to move forward with your candidacy at this time.

While your professional qualifications and technical skills are impressive, our hiring process also focuses heavily on alignment with our core organizational philosophy and specific operational approach. At this stage, we feel that there is a divergence between your professional methodology and the foundational principles that guide our company culture.

We appreciate the time and energy you invested in our recruitment process. We wish you the very best in finding a role that perfectly aligns with your personal values and professional goals.

Sincerely,

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