

[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.

After careful consideration, we have decided not to move forward with your candidacy at this time. While your professional skills and experience are impressive, we believe that the current requirements of our corporate environment and internal workflows may not be the ideal match for your specific working style and career preferences.

We appreciate the interest you have shown in [Company Name]. We wish you the best of luck in finding a role that perfectly aligns with your professional goals.

Sincerely,

[Your Name]

[Your Title]

[Company Name]