

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for giving us the opportunity to review your qualifications and for participating in our interview process for the [Job Title] position. It was a pleasure learning more about your background and experience.

We have completed our reference check stage of the hiring process. After careful consideration of all information gathered, we have decided not to move forward with your candidacy at this time.

Please note that this decision does not reflect a lack of appreciation for your skills, but rather our need to find the candidate whose profile most closely aligns with the specific requirements and feedback gathered during our final evaluation phase.

We will keep your resume on file for future openings that may be a better match for your qualifications. We appreciate the time you invested in applying to [Company Name] and wish you the best of luck in your job search and future professional endeavors.

Sincerely,

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