

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for giving us the opportunity to consider your application for the [Job Title] position and for providing your professional references.

Following the completion of our reference verification process, we are writing to inform you that we have decided to move forward with another candidate at this time. This decision was made after a careful review of all information gathered during the final stages of our recruitment process.

We appreciate the time and effort you invested in interviewing with [Company Name]. We will keep your resume on file for future opportunities that may align with your background and experience.

We wish you the best of luck in your current job search and your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]