

Subject: Update on your application for [Job Title]

Dear [Applicant Name],

Thank you for your patience while we conducted the final stages of our hiring process, including the reference screening for the [Job Title] position.

After a thorough review of all information gathered during the interview and reference checks, we have decided to move forward with another candidate at this time. This was a difficult decision, as your background and skills are impressive.

We appreciate the time you invested in meeting with our team and providing your references. We will keep your resume on file for future opportunities that may be a better fit.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]