

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for taking the time to meet with us to discuss the [Job Title] position. We enjoyed learning more about your experience and qualifications.

After careful consideration, we have decided not to move forward with your candidacy at this time. While we are impressed with your background, there is a significant gap between your salary expectations and the budget we have allocated for this role.

We appreciate your transparency regarding your requirements, and we want to be respectful of your time and professional value. We will keep your resume on file should a future opening arise that better aligns with your salary expectations.

Thank you again for your interest in [Company Name]. We wish you the best of luck in your job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]