

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to interview for the [Job Title] position at [Company Name]. We enjoyed learning more about your experience and qualifications.

After reviewing your compensation requirements and comparing them with our current budget for this role, we have found a significant discrepancy. Unfortunately, we are unable to match your salary expectations at this time. As a result, we will not be moving forward with your candidacy.

We appreciate your transparency regarding your salary needs. We will keep your resume on file should a future opening arise that better aligns with your requirements.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]