

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for interviewing for the [Job Title] position at [Company Name]. We enjoyed learning more about your background and accomplishments.

Regarding your salary expectations of [Candidate Salary Request], we have carefully reviewed our budget and the established compensation range for this role. Unfortunately, your requested salary falls outside the range we have allocated for this position.

At this time, our maximum offer for this role is [Maximum Budget Amount]. Because there is a significant gap between our budget and your requirements, we are unable to move forward with your candidacy at this time.

We appreciate your transparency regarding your compensation needs. We will keep your resume on file should a future opening align more closely with your expectations.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]