

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

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

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

We appreciate your transparency regarding your requirements, but at this stage, we are unable to align our offer with those goals. We want to be respectful of your time and your professional value by sharing this decision now.

We will keep your resume on file should a future opening better suited to your requirements arise. We wish you the best of luck in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]