

[Your Name]
[Your Title]
[Company Name]
[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 qualifications.

While we are impressed with your background, we are writing to inform you that we are unable to move forward with your candidacy at this time. After careful consideration, it has become clear that there is a significant gap between your compensation expectations and the budget we have allocated for this role.

We appreciate your transparency regarding your salary requirements. Unfortunately, we are not in a position to match that figure at this stage.

We will keep your resume on file should a role with a different budget or seniority level become available in the future. We wish you the best of luck in your current job search.

Sincerely,

[Your Signature]
[Your Printed Name]