[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to speak with us regarding your application.

After reviewing your application and our current hiring requirements, we are writing to inform you that we are unable to move forward with your candidacy at this time. Currently, [Company Name] is not in a position to provide visa sponsorship or assume the costs associated with obtaining work authorization for this specific role.

Please note that our hiring policies regarding sponsorship are determined by specific departmental budgets and role requirements, and this decision does not reflect your professional qualifications or experience.

We will keep your resume on file should our requirements or your authorization status change in the future. We appreciate your interest in our organization and wish you the best of luck in your job search.

Sincerely,

[Your Name]
[Your Title]
[Company Name]