

Subject: Regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name].

We are writing to inform you that we are unable to accept your resume at this time as the application deadline for this position was [Date]. Our review process began immediately following the closing date, and we are currently moving forward with candidates who applied within the specified timeframe.

We appreciate the time you took to reach out to us. We encourage you to monitor our careers page for future openings that may match your qualifications and to submit your application before the listed deadlines.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]