

[Date]

[Freelancer Name]

[Freelancer Address]

[City, State, Zip Code]

Dear [Freelancer Name],

Thank you for submitting your proposal for the HR Recruitment Freelancer position at [Company Name]. We appreciate the time and effort you took to share your experience and approach with us.

After a thorough review of all submissions, we have decided to move forward with another candidate whose specific background and current availability align more closely with our immediate project requirements.

We were impressed by your professional credentials and will keep your profile on file for future recruitment needs that may suit your expertise.

We wish you the best of luck with your current projects and future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]