

[Date]

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

Dear [Consultant Name],

Thank you for submitting your proposal to provide Human Resources consulting services for [Company Name]. We appreciate the time and effort you put into outlining your expertise and approach.

After a thorough review of all submissions, we are writing to inform you that we have decided to move forward with another candidate at this time. This decision was based on our specific project requirements and current organizational needs.

We were impressed with your background and will keep your proposal on file should a future need arise that aligns with your specific skill set.

We wish you the best of luck with your consultancy and thank you for your interest in working with us.

Best regards,

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