

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to speak with us regarding the [Job Title] position at [Company Name]. We enjoyed learning more about your experience and qualifications.

Following our recent discussion, we understand that you are unable to relocate to [Location] at this time. As this position requires a full-time physical presence in our [Location] office, we are unable to move forward with your application.

We appreciate your honesty regarding your current situation. We will keep your resume on file should a remote opportunity or a position in your current location become available in the future.

Thank you for your interest in [Company Name], and we wish you the best of luck in your job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]