

Dear [Candidate Name],

Thank you for taking the time to meet with our team for the final interview regarding the [Job Title] position. We enjoyed learning more about your experience and accomplishments.

While we were very impressed with your qualifications, we are writing to inform you that we will not be moving forward with your candidacy at this time. As discussed during the interview process, this role requires a physical presence in [Location]. Since you expressed that you are unable or unwilling to relocate, we cannot proceed with your application for this specific position.

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

We wish you the very best in your job search and your future professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]