

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to meet with us.

After reviewing your application and discussing the role requirements, we regret to inform you that we are unable to move forward with your candidacy at this time. Our current business needs require a specific shift schedule of [Specify Shift, e.g., Monday-Friday, 11:00 PM to 7:00 AM], which does not align with your stated availability.

We appreciate your transparency regarding your schedule. We will keep your resume on file should a position with a more compatible schedule become available in the future.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]