

Dear [Candidate Name],

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

After reviewing your application and discussing the role requirements, we are writing to inform you that we will not be moving forward with your candidacy at this time. As mentioned during our process, this specific position requires a full-time commitment, and we are currently unable to accommodate the part-time or flexible schedule you requested.

We appreciate your transparency regarding your availability. We will keep your resume on file should a part-time opportunity or a project that matches your schedule arise in the future.

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

Best regards,

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