

[Date]

[Candidate First and Last 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 to discuss your qualifications.

While we were impressed with your background and experience, we are unable to move forward with your application at this time. As discussed during the interview process, this role requires full availability during weekends to meet our operational needs.

Unfortunately, because your current schedule does not align with our required weekend shifts, we have decided to pursue other candidates whose availability more closely matches the demands of the position.

We appreciate your interest in our company and wish you the best of luck in your job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]