

[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 speak with us.

After reviewing your application and discussing your availability, we are unable to move forward with your candidacy at this time. As mentioned during our process, this specific role requires full availability for our evening shift (typically [Start Time] to [End Time]).

Since your current schedule does not align with these specific shift requirements, we have decided to pursue other candidates whose availability meets our immediate operational needs.

We will keep your resume on file should a position with a different schedule or more flexibility become available in the future. We wish you the best of luck in your job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]