

[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 this is a temporary role with a fixed project timeline, we require a candidate who can commit to the full duration of the assignment, which is scheduled from [Start Date] to [End Date].

Because your current availability does not align with the specific timeframe required for this project, we will be pursuing other candidates whose schedules more closely match our operational needs.

We appreciate your interest in [Company Name] and will keep your resume on file for future permanent or temporary opportunities that may be a better fit for your schedule.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]