[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for giving us the opportunity to review your application for the [Job Title] position at [Company Name]. We appreciate the time and effort you put into your application and the interview process.

I am writing to inform you that we have decided to move forward with another candidate who more closely matches the requirements of the role at this time.

The selection process was highly competitive, and we were impressed with your background and skills. We will keep your resume on file for future openings that may be a better fit for your qualifications.

We wish you the best of luck in your job search and your future professional endeavors.

Sincerely,

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