



[Company]
[Company Address]
[City, State ZIP Code]
[Phone Number]
[Email Address]

[Candidate]
[Candidate Address]
[City, State ZIP Code]

[Date]

Dear [Applicant],

Thank you for taking the time to meet with me about the [Position] role at [Company]. I very much enjoyed our talk and was impressed with your skills and experience, especially [Individual skill or experience].

After careful consideration of your qualifications and experience, I regret to inform you that we have decided to move forward with another candidate who better fits our company's needs at this time.

Thank you again for your interest in [Company], and hope you'll stay in touch. I'll keep your resume on file and contact you when a position opens up that matches your profile. I also encourage you to join our talent community and connect with us here [Link to talent pipeline page].

If you have any questions or would like further feedback on your application, please don't hesitate to reach out to me.

Sincerely,
[Your Name & Title]
[Company]