Dear [Applicant Name],

Thank you for your interest in the vacancy titled [*position name*] in the Department of [department name] at Company.

We certainly appreciate the time you took to go through the application process.

After careful consideration and upon evaluating other job candidates, we regret to inform you that the vacancy has been filled. This doesn’t mean that you will not be considered for any other future positions, but it only means that another candidate has been found to be fit for this vacancy.

We highly encourage you to apply to any of our upcoming positions so please continue to check our website for any future job opportunities.

Wishing you all the best,

Sincerely,

[HR Name]

[HR Position]

[Company Name]