Dear [Candidate’s name],

Thank you for your interest in [Company name] and the time invested in applying for the [Job title] opening.

After careful consideration and upon evaluating other job candidates, we regret to inform you that we have chosen to move forward with a different candidate for the [Job title] position.

Our team was impressed by your skills and accomplishments, and we think you could be a good fit for other future openings.

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

We wish you all the best in your future professional endeavors.

Sincerely,

[HR name]

[HR position]

[Company name]