

[LOGO or COMPANY NAME]

Dear [CANDIDATE'S NAME],

We are so grateful for your interest in the [JOB] position with our organization that you applied for on [DATE].

Though we were impressed with your background and skill set, at this time we have decided not to move forward with your application. We really appreciate your time and will keep your information on file.

We wish you the best of luck in your job search. *optional:* Don't hesitate to apply to other open positions with our company in the future.

All the best,

[HIRING MANAGER'S NAME]

[DATE]