

Job Non-Selection Correspondence

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you invested in your application and interview process.

After careful consideration, we regret to inform you that you have not been selected for this position. While your qualifications are impressive, we have chosen another candidate whose experience and skills align more closely with our current needs.

We appreciate your interest in joining our team and encourage you to apply for future openings that match your qualifications. Again, thank you for your time and effort.

We wish you every success in your career search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Add a personal note (optional):