

[LOGO or COMPANY NAME]

Dear [CANDIDATE'S NAME],

We are so grateful for your interest in the [JOB] position with our organization and the chance to meet you on [DATE]. I really enjoyed our conversation and the opportunity to learn more about your previous work experience.

I am writing to let you know that we have decided to move forward with another candidate. 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]