

Dear [CANDIDATE_NAME],

Thank you for taking the time to meet with our team about the [JOB_TITLE] role at [COMPANY_NAME]. It was a pleasure to learn more about your skills and accomplishments.

Unfortunately, our team did not select you for further consideration.

I would like to note that competition for jobs at [COMPANY_NAME] is always strong and that we often have to make difficult choices between many high-calibre candidates. Now that we've had the chance to know more about you, we will be keeping your resume on file for future openings that better fit your profile.

I am happy to answer your questions if you would like any specific feedback about your application or interviews.

Thanks again for your interest in [COMPANY_NAME] and best of luck with your job search.

Regards,

[SENDER_NAME]