Subject Line: [Title of Position] — Job Application

Dear Ms/Mr Name,

Thank you for taking the time to meet with me for the [Job Title] role at [Company Name].

It was a pleasure to meet you and learn more about your skills and accomplishments. I have now had the opportunity to consider all the candidates and regret to inform you that on this occasion we have decided to not further your application.

This decision has been tough as the overall standard of the candidates has been high. Now that we've had the chance to get to know more about you, we'll keep your CV on file for future openings that better fit your profile.

If you would like more feedback regarding the application or the interview process, I would be more than happy to provide any further information.

Thank you again for your interest in [Company Name]. I wish you every success in your job search and career.

Regards,

Name

Job Title

Company Signature