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. However, we found that during the test, the other candidate had higher numerical skills. We would advise gaining further experience in the field and reapplying in the near future when more positions become available.

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