Dear [*insert candidate’s name*],

Thank you for giving us the opportunity to meet you and interview you for a [*insert your job position title*] with our company. We really appreciate your interest in joining our company and we enjoyed talking to you.

It is always difficult to choose among the excellent candidates whom we interview, especially when we have highly talented candidates like we really did have this time. Although we would be delighted to welcome you all in our team, in the end we had to choose a candidate whom we believe most closely matches the job requirements of our position at this moment.

Though your [*insert applicable: education/qualifications/working experience/skills*] are impressive, we have decided to move forward with a candidate whose [*insert applicable: education/qualifications/working experience/skills*] better meet our needs for this particular role at the moment.

Our decision was based on nuances and you were an exceptional candidate for our job.

We truly do appreciate your expertise in [*insert applicable industry*] and interest in our company, so we hope you’ll keep us in mind and apply again in the future. We strongly encourage you to do so, because you were really among a few top candidates we had an honor and pleasure to meet.

If you have any questions or need additional information, I would happy to answer. Please don’t hesitate to contact me by email [*insert your email address*] or phone [*insert your phone number*].

We thank you for the time, energy and effort you invested in your our selection process and we wish you every personal and professional success in your future endeavors.

Once again, thank you for your interest in working with us and we hope to see you again soon!

Kind regards,

[*insert your first name and last name*]

[*insert your job position title*]

[*insert your company’s name*]