Hi Ed,

Thank you so much for your interest in the Sales Manager position with XYZ Company. We appreciate you taking the time to visit our offices and interview with our team.

While we were impressed with your skill set, we have chosen to proceed with another candidate who has more leadership experience.

Again, we appreciate your time, and we wish you the best of luck in your career endeavors.  
 

Sincerely,  
Jane Chan  
Executive Director of Sales