**Subject Line:** [Title of Position]-Job Application

Dear Ms/Mr Name,

Thank you for taking the time to speak to me on the phone for the position of [Job Title].

We have received a high number of applications and have spoken to a number of candidates. At this time, I would like to inform you that although I was impressed with your skills and qualifications, we've decided to move forward with other applicants whose skills and experience better meet our needs on this occasion.

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

**Regards,**

Name

Job Title

Company Signature.