Hiring Manager  
Company Name  
Company Address  
City, State Zip Code

Dear Candidate Name,

Thank you very much for your interest in employment opportunities with ABCD company.

I am writing to inform you that we have selected the candidate whom we believe most closely matches the job requirements of the position.

We appreciate you taking the time to interview with us and wish you the best of luck in your future endeavors.

Best regards,

Hiring Manager