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

Dear Ms/Mr Name,

Thank you for taking the time to go through our two-stage interview process for the position of [Job Title].

I really enjoyed meeting you and discussing [topic of conversation]. As we have now had the opportunity to consider all candidates, we wanted to let you know that you were highly regarded to fill the position. However, we felt that another candidate's experience was better matched for this position.

We want to encourage you to continue looking at our job board for any future positions that align with your credentials and skills.

We wish you all the best in your future endeavours and the next phase of your career. Thank you again for your interest in [Company Name].

**Regards,**

Name

Job Title

Company Signature