Email Subject Line: Your application to [*Company\_name*]

Dear [*Candidate\_name*],

Thank you for taking the time to consider [*Company\_name*]. We wanted to let you know that we have chosen to move forward with a different candidate for the [*Job\_title*] position.

[*Optionally, include feedback from the hiring process for candidates who may be suitable for future openings:*] Our team was impressed by your skills and accomplishments. [*It’s best to include something that specifically drew your attention.*] We think you could be a good fit for other future openings and will reach out again if we find a good match.

We wish you all the best in your job search and future professional endeavors.

Regards,

[*Your name*]

[*Your email signature*]