

*[Replace with your company logo]*

Hello *[Name]*,

Thank you for taking the time to apply for the *[Insert Position Name]* with *[Company Name]*. We were fortunate to have many well-qualified candidates submit their resumes for this position.  After careful consideration, we regret to inform you that we will not be moving your candidacy forward in the recruiting process at this time.

Please accept our best wishes in your job search and thank you for your interest in *[Company Name].*

Sincerely,

*[Sign name]*