

Email Subject: Your Application with [COMPANY NAME]

Hi [FIRST NAME],

Thank you for applying to [POSITION TITLE] with [COMPANY NAME]. While we were impressed with your skills, ultimately, we've decided to pursue candidates with more experience in [DESCRIBE SKILLS NEEDED THAT CANDIDATE DIDN'T POSSESS - OR LEAVE THIS PART BLANK].

We wish you the best in your future endeavors and sincerely appreciate your time and consideration of employment with [COMPANY NAME]. {OPTIONAL: We will keep your applicant/resume on file if a future opportunity arises that you may be better suited for.}

All the best,

[YOUR NAME]

[TITLE]

[COMPANY NAME]

[EMAIL ADDRESS]

[COMPANY WEBSITE]