### **Simple Applicant Rejection Letter Template**

Hi <Candidate Name>,

After reviewing your application for the <Position Title> at <Company Name>, we have decided not to proceed with an interview at this time as we are moving forward with candidates whose qualifications more closely align with our requirements.

We wish you the best of luck in your future endeavors.

Sincerely,

<HR Representative Name>

<Position>  
<Company Name>