

Dear Applicant:

I would like to express my appreciation to you for your interest in our recruitment for [position] in [Company].

This is to inform you that we have filled this position. The search drew a large number of highly qualified candidates, and our decision was a difficult one. We have selected another candidate whose experience, education, and training most closely match the requirements of the position and needs of the [Department].

Thank you for your interest in this position, and we wish you the best in all your future endeavours.

Sincerely,