**Company Letterhead**

Date

Candidates Name  
Address  
City, State Zipcode

Dear (Candidate’s Name)

Thank you for your interest for employment in our organization. However, after thorough assessment of various factors associated with the job position, we have concluded that you (insert the reason). Therefore, we shall proceed no further with your application for this above mentioned position. We duly appreciate your interest for being a part of our organization and encourage you to apply for any other position which matches with your qualifications.

Yours Sincerely,

(Name of authorizing personnel of the company)

(Designation of authorizing personnel)