

[Company Name
Address 1
Address 2
Post Code]

[Date]

Re: [Job title]

Dear [Candidate's Name],

It was a pleasure meeting with you and I would like to thank you for taking the time to attend the interview / undertake tests / apply for the position of [job title].

Unfortunately, in this instance, we have decided not to proceed any further with your application. While you demonstrated a high standard of [example], we felt you lacked experience in [skill / experience].

However, the team was particularly impressed with your [skills], and we would like to keep your details on file with regards to future opportunities that might crop up.

Please let us know if you are interested in this.

Again, thank you for considering the role at our company and we wish you the best of luck in your continuing job search.

Yours sincerely,

[Your name]

The logo for TopCV, featuring the text "TopCV" in a bold, sans-serif font. "Top" is in a light blue color and "CV" is in white. The logo is set against a dark blue square background.