**Logo, company name

Description automatically generated**

Dear [applicant name],

We interviewed a number of candidates for [job title or position], and we’ve decided to move forward with another candidate.

Although your interview demonstrated your credentials and experience well, .However, we’d like to offer the opportunity to interview for a second position as [job title or position]. We’ve enclosed a job description for you to review.

Thank you so much for your interest in joining [your company’s name] and taking the time to meet our interview team. If you qualify in the future, please feel free to apply for other open positions with our company.

We wish you the best of luck with your job search. Once again, thank you for your interest in our company