Interview: Rejection Letter - Position Filled

Dear [Insert Name]

It was a pleasure meeting with you to discuss your background and interest in the [Job Title] position within our organization. We appreciate your time, attentiveness and patience throughout the interview process. We did have several highly qualified candidates for the position and it has been a difficult decision, but we have chosen to pursue another candidate for this position who we feel is best qualified.

We do thank you for your interest in [Company Name] and we wish you good luck in your future endeavors.

Sincerely,

[Name]

[Title]

[Company Name]