**Example 1: Candidate Has Insufficient Skills​**

Email subject line: Your application to [company]

Hi [Name],

It was great to meet you, and we appreciate your interest in [position] at [company].

We were impressed by your skills and accomplishments. However, after carefully considering all candidates, we have chosen to move forward with another candidate for the [position] because they have more experience with [skill] that more closely matches our hiring needs.

While we feel you’re not the best fit for [position] at this time, we do think you could be a good fit for future openings and will reach out in the future if something becomes available.

Thank you for your willingness to interview with us. We wish you all the best in your job search.

Kind regards,

[Your name]

[Title]