**Example 3: A Simple and Friendly Tone​**

Email subject line: Follow-up about [position] at [company]

Dear [name],

Thank you for taking the time to apply and interview for [position] at [company]. The competition for the position was steep, and although we were impressed with your interview, we have decided to move forward with another candidate.

We were impressed by your skills, especially your experience in [skill/field], and we think you could be an excellent fit for upcoming opportunities at [company]. With that in mind, we will hold on to your resume and get in touch with you if we find a good match in the future.

We wish you a successful job search and good luck in your future professional endeavors.

Best,

[Your name]

[Title]