**Example 4: A Positive Tone Highlighting Strengths and Weaknesses​**

Email subject line: Your interview for [position] at [company]

Dear [Name],

It was a pleasure to meet you during last week’s interview. We’d like to thank you for your patience, as well as the time and effort you invested throughout the application and interview process.

We were impressed with your experience, skills, and approach. However, we have ultimately chosen another candidate due to their more relevant skill set.

Although your [skill] and [skill] are impressive, we recommend that you spend some time studying [skill/subject] to improve your knowledge and expand your job opportunities in the future.

We want to let you know that the interview panel thoroughly enjoyed meeting you and valued your insights. We are confident that your knowledge, experience, and qualifications will help you find a suitable position in the future.

We wish you well in your job search.

Sincerely,

[Your name]

[Title]