Subject line: Your Job Application to **[Company/Organization Name]**

Dear **[name]**,

Thank you for your application to **[position they applied for]**. Your time and effort are much appreciated.

We have received **[a specific number, or “a large number”]** of applications in response to this position. After a thorough review of all applicants, we regret to inform you that we will not be moving forward with your application. While we were impressed with your **["skills," "qualifications," "accomplishments"],** we felt that other applicants were better suited for **[the position they applied for]**.

We thank you for considering us a potential employer and wish you success in your job search.

Sincerely,

**[Company/Organization Name]**