

TO USE FOR CANDIDATES INTERVIEWED AND NOT SELECTED.

## Template: Decline Candidate



BY VSP GLOBAL®

INSERT PRACTICE LOGO

<Insert Practice Address>

<Insert Date>

Dear CANDIDATE\_FIRST\_NAME,

Thank you for your interest in working at <Insert Practice Name> and the time you have taken to interview with us. We have concluded interviews for the <Insert Job Title>. At this time, we are moving forward with another candidate who more competitively meets our current business needs.

We encourage you to continue to visit the Private Practice Job Opportunities on [VSPGlobal.com](https://VSPGlobal.com) to review other positions that may match your skills and experience.

We wish you the best of luck in your job search.

Sincerely,

<Doctor's Name>

<Contact Phone>

<Email>