**Email template**

Dear \_\_\_\_\_

We sincerely thank you for all the time and effort to apply for [Insert position title] at [clinic name]. We enjoyed learning more about you and your experience for this role. At this time, we would like to inform you that we have selected another candidate for this position and wish you success in your future opportunities.

Thank you for your time to meet with me and your interest in this position.

Regards,

[ Your first and last name]

[company name]

**Phone Highlights**

Hello [ candidates name],

This is [your name, position, company name]

I am calling in regard to [ position they applied for]

I would like to thank you for your time and interest in [Insert position title]. We enjoyed learning more about you and your experience. At this time, we/I would like to inform you that we have selected another candidate.

I would be happy to answer any questions you might have at this time.

Regards,

[ Your first and last name]