

Dear [Employee Name],

Thank you for referring [Candidate Name] for the [Job Title] position at [Company Name]. We truly appreciate you taking the time to recommend talent from your professional network.

After carefully reviewing [Candidate Name]'s qualifications and completing the interview process, we have decided to move forward with another candidate at this time.

Please note that this decision does not reflect on your judgment or the quality of your referral. We encourage you to continue sharing our open roles with your network, as internal referrals remain a vital part of our hiring strategy.

Thank you again for your support in helping us grow our team.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]