

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position and for submitting your application. We appreciate your continued commitment to [Company Name].

After carefully reviewing your resume and experience in relation to the specific requirements of this role, we have decided to move forward with other candidates at this time. This decision does not reflect on your current performance or your value to the team, but rather on the specific match of skills needed for this particular vacancy.

We encourage you to continue developing your skills within your current role and to apply for future internal opportunities that align with your career goals. If you would like specific feedback regarding your application, please feel free to reach out to [Hiring Manager Name/HR Representative Name].

Thank you again for your interest in growing your career with us.

Best regards,

[Your Name]

[Your Title]