

Dear [Candidate Name],

Thank you for taking the time to speak with me regarding the [Job Title] position. It was a pleasure to learn more about your career goals and your interest in growing within [Company Name].

I am writing to let you know that we have decided to move forward with other candidates for this specific role. This was a difficult decision, as we value your contributions to the [Current Department Name] team.

The hiring team was impressed with your [mention a specific strength, e.g., technical knowledge/commitment to the company]. We encourage you to continue developing your skills and to apply for future internal opportunities that align with your career path.

If you would like to receive more detailed feedback regarding your interview, I would be happy to schedule a brief meeting to discuss how you can prepare for future roles.

Thank you for your continued hard work and dedication to the company.

Best regards,

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