

Dear [Candidate Name],

Thank you for taking the time to meet with the team to discuss the [Job Title] position. We appreciated the opportunity to learn more about your experience 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 and the skills you bring to your current team.

We encourage you to continue seeking growth opportunities within the company. If you would like to receive specific feedback regarding your interview to help with your professional development, please let me know and we can schedule a brief meeting.

Thank you for your ongoing commitment to [Company Name] and for your interest in this role.

Best regards,

[Your Name]

[Your Job Title]