Dear [Employee Name],

Thank you for taking the time to interview for the [Job Title] position with the [Department Name] team. It was a pleasure speaking with you further about your experience and your interest in growing within the company.

After careful consideration and a thorough review of all candidates who reached the final stage, we have decided to move forward with another internal candidate whose specific skills and experience more closely align with the current requirements of this role.

Please note that this decision is specific to this particular vacancy and does not reflect on your overall performance or your future potential at [Company Name]. We truly value your contributions to the [Current Department Name] team and appreciate your ambition.

We encourage you to reach out to [Hiring Manager Name] if you would like to receive specific feedback regarding your interview, as we want to support your ongoing professional development here.

Thank you again for your interest in this opportunity. We look forward to seeing your continued success in your current role.

Best regards,

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