

[Date]

Dear [Employee Name],

Thank you for applying for the position of [Job Title] and for the time you spent interviewing with the team. It is always encouraging to see our internal talent seeking growth opportunities within [Company Name].

I am writing to inform you that we have decided to move forward with another candidate for this role. This was a difficult decision, as we received applications from several strong candidates.

Please note that this decision is specific to this particular role and does not reflect on your current performance or your standing within your current team. We value your contributions to [Department Name] and appreciate your commitment to the company.

I would be happy to meet with you briefly to provide specific feedback regarding your interview and to discuss potential areas for professional development to help you prepare for future internal openings.

Thank you again for your interest in this position. We look forward to your continued success here.

Best regards,

[Hiring Manager Name]
[Job Title]