

Dear [Candidate Name],

Thank you for applying for the [Job Title] position and for participating in the interview process. We truly appreciate your dedication to [Company Name] and your interest in growing your career with us.

After a thorough review of all candidates, we have decided to move forward with another applicant whose current experience more closely aligns with the specific requirements of this role. This was a difficult decision given your strong performance history within the team.

To assist with your professional development, I would like to offer some constructive feedback based on your application and interview:

- **Key Strength:** [Mention a specific skill or achievement noted during the process].
- **Area for Growth:** [Mention a specific skill, certification, or experience level that was missing].
- **Recommendation:** [Suggest a specific training, project, or mentorship opportunity].

Please know that this decision does not reflect your value to your current team. We highly value your contributions as a [Current Job Title] and encourage you to continue applying for future internal opportunities as you develop the areas mentioned above.

I am happy to schedule a brief meeting if you would like to discuss this feedback in more detail or create a formal development plan together.

Best regards,

[Your Name]

[Your Title]