

[Date]

Dear [Candidate Name],

Thank you for applying for the position of [Job Title] and for participating in the interview process. We truly appreciate your continued commitment to [Company Name] and your interest in advancing your career within the organization.

After a thorough review of all candidates, we have decided to move forward with another individual whose specific experience and skill set more closely align with the current requirements of this role. This was a difficult decision, as we value the contributions you have already made to the [Department Name] team.

Regarding your interview and application, the hiring committee noted several strengths, specifically [List 1-2 positive attributes or achievements]. However, to be successful in this specific role, we were looking for more extensive experience in [List specific skill, technical area, or leadership requirement].

We want to emphasize that this decision is specific to this role and does not reflect your overall value to the company. We encourage you to continue developing your skills in [Area for improvement], and we would be happy to discuss a professional development plan to help prepare you for future internal opportunities.

I would like to offer a brief follow-up meeting on [Date/Time] or at your convenience to provide more detailed feedback and answer any questions you may have.

Thank you again for your hard work and for your interest in this position.

Best regards,

[Your Name]

[Your Title]

[Company Name]