

Dear [Employee Name],

Thank you for applying for the [Job Title] position and for the time you spent interviewing with the team.

After careful consideration, we have decided to move forward with another candidate at this time. This was a difficult decision, as we truly value your contributions to the [Current Department Name] department and your commitment to the company.

While this specific role was not the right match, we believe you have great potential for growth within the organization. We encourage you to continue developing your skills in [Specific Area] and to apply for future internal openings that align with your career goals.

We would like to offer you a follow-up meeting on [Date/Time] to provide specific feedback and discuss your professional development plan.

Thank you for your hard work and for your interest in growing with us.

Best regards,

[Sender Name]

[Sender Title]