

Dear [Employee Name],

Thank you for applying for the position of [Job Title]. We appreciate your interest in growing your career within [Company Name].

After reviewing your application and conducting interviews, we have decided to move forward with another candidate at this time. This decision was based on the specific requirements of the role and the current needs of the department.

To help you prepare for future internal opportunities, we have identified the following areas for skills development:

- [Area 1: e.g., Leadership training]
- [Area 2: e.g., Technical proficiency in X software]
- [Area 3: e.g., Project management experience]

We value your contributions to the team and encourage you to discuss these development goals with your manager during your next 1-on-1 meeting. We would like to support you in accessing relevant training resources or mentorship opportunities.

Thank you for your hard work and continued commitment to the company.

Best regards,

[Hiring Manager Name]  
[Job Title]