

Dear [Candidate Name],

Thank you for giving us the opportunity to consider you for the [Job Title] position. It was a pleasure to discuss your career goals and your journey within [Company Name] so far.

After a thorough review of all applicants, we have decided to move forward with another candidate for this specific role. This was a difficult decision, as we highly value your contributions to your current team.

Please know that this decision is based on the specific requirements of this role and does not reflect a lack of confidence in your abilities. We are very impressed with your [mention a specific strength, e.g., technical skills / leadership / dedication] and see great potential for your future growth here.

We encourage you to continue applying for internal opportunities as they arise. We would also like to offer a feedback session to discuss how you can further develop your skills for future promotions. If you are interested, please let me know, and we can schedule a time to meet.

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

Best regards,

[Your Name]

[Your Title]