

Subject: Update regarding your application for [Job Title]

Dear [Employee Name],

Thank you for your interest in the [Job Title] position and for participating in the interview process. We appreciate your dedication to [Company Name] and your desire to grow professionally within the organization.

After careful consideration, we have decided to move forward with another candidate for this specific role. This was a difficult decision, as we value your contributions and the experience you bring to your current team.

While we are not proceeding with your promotion at this time, we recognize your potential. We would like to discuss alternative placement opportunities or lateral moves that align with your skills and may prepare you for future leadership roles. Specifically, we would like to explore your interest in [Name of Alternative Role/Department].

Your manager or a member of the HR team will reach out shortly to schedule a time to discuss your career development and provide specific feedback regarding your application.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]