

Dear [Employee Name],

Thank you for taking the time to interview for the [Job Title] position. It was a pleasure to discuss your career goals and your contributions to the team.

After careful consideration, we have decided to move forward with another candidate for this role. This was a difficult decision, as we value your skills and your dedication to [Company Name].

We encourage you to continue growing within your current role and to apply for future internal opportunities that align with your professional development. If you would like specific feedback regarding your interview, I am happy to schedule a brief meeting to discuss it.

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

Best regards,

[Your Name]

[Your Title]