

Dear [Employee Name],

Thank you for applying for the [Job Title] position within the [Department Name] department. We appreciate your interest in growing your career with our company.

After reviewing your application and conducting interviews, we have decided to move forward with another candidate whose specific experience more closely aligns with the current needs of this new role.

This decision does not reflect on your performance in your current role as [Current Job Title]. We value your contributions to the [Current Department Name] team and encourage you to continue seeking professional development opportunities within the organization.

If you would like to receive specific feedback regarding your interview, please feel free to reach out to [Hiring Manager Name] to schedule a brief meeting.

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

Best regards,

[Hiring Manager Name]  
[Job Title]  
[Department Name]