

[Date]

Dear [Employee Name],

Thank you for applying for the [Job Title] position and for interviewing with the hiring committee. We appreciate your continued dedication to [Company Name] and your interest in growing your career within the organization.

After a thorough review of all candidates, we have decided to move forward with another applicant for this managerial role. This was a difficult decision, as we value your contributions and the technical skills you bring to your current team.

For this specific position, we were looking for candidates with [specific skill or experience, e.g., extensive experience in cross-departmental strategy]. While you have strong performance in your current role, the committee felt that more development is needed in [Area for Improvement] to succeed at the management level.

We want to support your professional growth. I would like to schedule a meeting next week to discuss a development plan and identify opportunities for you to gain the leadership experience required for future openings.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]