Dear [Employee Name],

Thank you for taking the time to interview for the [Job Title] position within the [Department Name] department on [Date]. It was a pleasure to discuss your background and your interest in this new role.

I am writing to inform you that we have decided to move forward with another candidate for this position. This was a difficult decision, as we interviewed several qualified internal applicants.

Please note that this decision does not reflect your current performance or your standing within your current team. We value your contributions to [Company Name] and encourage you to continue seeking growth opportunities within the company in the future.

If you would like to receive specific feedback regarding your interview to assist with your professional development, please feel free to reach out to me directly.

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

Best regards,

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