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 us and for participating in the interview process.

After a careful review of all candidates and the specific requirements for this role, we have decided to move forward with another applicant at this time.

While your performance in your current role as [Current Job Title] is highly valued, the hiring team felt that you do not yet have the required level of experience in [Specific Skill/Area] necessary for this particular position.

We encourage you to continue your professional development. We would like to see you apply for future internal opportunities as you gain more experience in these key areas. Please feel free to reach out to your manager or HR to discuss training resources or a development plan to help prepare you for future openings.

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

Best regards,

[Your Name]
[Your Title]
[Company Name]