Dear [Employee Name],

Thank you for expressing your interest in the [Job Title] position within the [Department Name] department. We appreciate your dedication to growing your career here at [Company Name].

After carefully reviewing all internal and external applications and conducting interviews, we have decided to move forward with another candidate for this specific role. This decision was based on the fact that the selected candidate possesses specialized experience and qualifications that more closely align with the immediate needs of the team.

Please note that this decision is specific to this vacancy and does not reflect on your current performance or your potential for future growth within the company. We value your contributions to the [Current Department Name] team and encourage you to continue applying for future internal opportunities that match your skill set.

If you would like more specific feedback regarding your interview, please feel free to reach out to me directly.

Thank you for your professionalism and your continued commitment to the company.

Best regards,

[Hiring Manager Name]
[Title]
[Company Name]