Dear [Employee Name],

Thank you for your interest in the [Job Title] position within the [Department Name] department. We appreciate the time you took to submit your application and your continued commitment to [Company Name].

After carefully reviewing your application and qualifications in relation to the specific requirements of this role, we have decided not to move forward with your candidacy for an interview at this time.

Please note that this decision is specific to this particular role and does not reflect on your current performance or your future potential within the company. We encourage you to continue focusing on your professional development in your current role and to apply for future internal openings that align with your skills and career goals.

If you would like specific feedback regarding your application, we recommend discussing your career aspirations with your current manager or reaching out to the HR department.

Thank you for your hard work and for being a valued member of our team.

Best regards,

[Sender Name]
[Sender Title]
[Company Name]