[Date]

[Employee Name]
[Current Job Title]
[Current Department]

Subject: Internal Transfer Application - [Target Job Title]

Dear [Employee Name],

Thank you for your interest in the [Target Job Title] position within the [Target Department]. We appreciate the time and effort you put into your application and the interview process.

After careful consideration of all candidates, we are writing to inform you that we have decided to move forward with another applicant whose skills and experience more closely match the specific requirements of the role at this time.

Please note that this decision does not reflect your current performance in your existing role. We value your contributions to the [Current Department] and encourage you to continue seeking professional development opportunities within the company.

If you would like specific feedback regarding your application, please feel free to reach out to [Hiring Manager Name] to schedule a brief meeting.

Thank you for your continued dedication to [Company Name].

Best regards,

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