

[Date]

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

Dear [Employee Name],

Thank you for your interest in the [Target Job Title] position within the [Target Department] and for participating in the internal interview process.

After careful consideration of all candidates, we are writing to inform you that we have decided to move forward with another applicant for this specific role at this time.

This decision was based on the specific requirements of the new role and the current needs of the [Target Department] team. Please be assured that this outcome does not reflect negatively on your performance in your current position.

We appreciate your continued commitment to [Company Name] and encourage you to continue seeking growth opportunities within the organization. We are happy to provide specific feedback regarding your interview should you wish to discuss your professional development.

Thank you for your professionalism and your contributions to your current team.

Sincerely,

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