

Subject: Update regarding the [Job Title] position

Dear [Candidate Name],

Thank you for your interest in the [Job Title] contract position and for taking the time to interview with the team. It was a pleasure to learn more about your career goals and your contributions to your current department.

I am writing to inform you that we have decided to move forward with another candidate for this specific role. This was a difficult decision, as we interviewed several qualified individuals from within the organization.

Please note that this decision is specific to the requirements of this contract project and does not reflect on your overall performance or your standing within [Company Name]. We appreciate your hard work and your continued commitment to your current team.

We encourage you to continue looking for internal opportunities that align with your professional development. If you would like specific feedback regarding your interview, please feel free to reach out to me directly.

Thank you again for your interest and for all that you do for the company.

Best regards,

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