

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position and for interviewing with our team. We appreciate the time you took to discuss your career goals and your continued contributions to [Company Name].

After careful consideration, we have decided to move forward with another candidate for this specific role. This was a difficult decision, as we value your dedication and the skills you bring to your current position.

We encourage you to continue developing your skills within your current role and to apply for future internal opportunities that align with your professional growth. If you would like to receive specific feedback regarding your interview, please feel free to reach out to [Hiring Manager Name] to schedule a brief meeting.

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

Best regards,

[Your Name]

[Your Job Title]

[Company Name]