

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position and for taking the time to meet with our team.

We are writing to inform you that we have decided to move forward with another candidate for this role. After a thorough review of our organizational needs, we have chosen to fill the position with an internal candidate who is already familiar with our specific internal processes and systems.

This decision is not a reflection of your skills or experience, which we found very impressive. We appreciate the time and effort you invested in the interview process.

We will keep your resume on file for future opportunities that align with your background. We wish you the best of luck in your current job search and your future professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]