

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the time and effort you invested in the interview process for the [Job Title] position at [Company Name]. It was a pleasure learning more about your skills and professional background.

I am writing to inform you that we have decided to move forward with another candidate for this role. After careful consideration, we have chosen to fill the position via an internal promotion.

The hiring committee was very impressed with your qualifications and your performance during the final interview stage. This decision does not reflect a lack of confidence in your abilities, but rather a strategic decision to utilize existing internal talent at this time.

We will keep your resume on file and may reach out if a future opening aligns with your expertise. We wish you the very best in your job search and your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]