

Dear [Employee Name],

Thank you for applying for the [Job Title] position and for interviewing with the team. We appreciate the time you invested in the application process and your continued commitment to [Company Name].

After a thorough review of all internal and external candidates, we have decided to move forward with another individual whose specific experience and skill set more closely align with the current requirements of this mid-level role.

This decision was difficult, as we recognize the value you bring to your current team. We want to emphasize that this result is not a reflection of your standing within the company or your performance in your current role.

We encourage you to continue developing your skills and to apply for future opportunities that align with your career goals. If you would like to receive specific feedback regarding your interview, please feel free to schedule a brief meeting with [Hiring Manager Name].

Thank you for your professionalism and your contributions to the company.

Best regards,

[Sender Name]

[Sender Title]