

Dear [Candidate Name],

Thank you for taking the time to interview for the [Job Title] position. It was a pleasure to discuss your interest in this role and your continued growth within [Company Name].

I am writing to inform you that we have decided to move forward with another candidate for this specific position. This was a difficult decision, as we interviewed several qualified internal and external applicants.

We truly value your contributions to the [Current Department/Team] and appreciate your commitment to the company. Your skills in [Mention a specific strength] are highly regarded, and we encourage you to continue seeking professional development opportunities here.

I would be happy to meet with you briefly next week to provide more specific feedback regarding your interview and to discuss your career goals within the organization.

Thank you again for your interest in this role and for all your hard work.

Best regards,

[Your Name]

[Your Title]

[Company Name]