

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for taking the time to interview for the [Job Title] position. It was a pleasure to learn more about your skills and your contributions to the team.

I am writing to inform you that we have decided to move forward with another candidate for this role. This was a difficult decision, as we met with several highly qualified individuals.

Please note that this decision was based on the specific requirements of this role and does not reflect your overall performance or value to the company. We appreciate your continued dedication to [Company Name] and encourage you to apply for future internal opportunities that align with your career goals.

If you would like to receive specific feedback regarding your interview, please let me know, and we can schedule a brief meeting.

Thank you again for your interest in this position.

Best regards,

[Your Name]
[Your Job Title]