

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position and for participating in the interview process. It was a pleasure to learn more about your career goals and your contributions to [Department/Company Name].

I am writing to inform you that we have decided to move forward with another candidate for this specific role. This was a difficult decision, as we interviewed several qualified applicants from within the organization.

We appreciate your continued dedication to the team. We encourage you to keep looking for future internal opportunities that align with your professional growth. If you would like to discuss specific feedback regarding your interview, please let me know, and we can schedule a brief meeting.

Thank you for your professionalism and your ongoing hard work.

Best regards,

[Hiring Manager Name]

[Job Title]

[Company Name]