

Dear [Candidate Name],

Thank you for taking the time to meet with our team regarding the [Job Title] position. We enjoyed discussing your technical background and learning more about your experience with [Key Technology/Skill].

I am writing to inform you that we have decided to move forward with an internal candidate for this role. This decision was based on the candidate's existing familiarity with our specific technical infrastructure and internal workflows.

We were impressed with your technical assessments and your professional achievements. We will keep your resume on file should a similar role that matches your expertise open up in the future.

We appreciate your interest in [Company Name] and wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]