

Internal Promotion Interview Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Interview Feedback for [Position Title]

Dear [Employee's Name],

Thank you for your interest in the [Position Title] position and for participating in the interview process. We appreciate the effort you have put into your application and the dedication you show towards your career growth within our organization.

Interview Overview

Your interview was conducted on [Insert Date], and it was a valuable opportunity to delve deeper into your qualifications and aspirations for this role.

Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]

Next Steps

While we appreciated your interview performance, we have decided to move forward with another candidate for this position. However, we believe you have significant potential and we encourage you to continue developing the skills outlined above.

Thank you again for your interest, and please feel free to reach out if you have any questions or would like further feedback.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]