

# Internal Job Application Rejection

Dear [Applicant's Name],

Thank you for your application for the [Job Title] position within our company. We appreciate the time and effort you put into the application and interview process.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this position. This decision was not easy, as we had many strong applicants.

## Feedback

We value your contributions to the team and would like to provide you with some constructive feedback that may help you in future applications:

- **Skills Alignment:** While you have many relevant skills, consider gaining more experience in [specific skill or area].
- **Communication:** We encourage you to work on articulating your career goals more clearly during discussions.
- **Networking:** Engage with [specific departments or teams] more frequently to broaden your understanding of various roles.

We encourage you to apply for future openings that align with your career aspirations and skills.

Thank you again for your interest in the position and for your continued contributions to [Company Name]. We look forward to seeing your growth within the company.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]