

Internal Job Application Rejection

Dear [Employee's Name],

Thank you for your recent application for the [Position Title] position within [Department/Team Name]. We appreciate the time and effort you put into the interview process and your interest in advancing your career within our organization.

After careful consideration, we have decided to move forward with another candidate whose skills and experience more closely align with the requirements of the role. This decision was not easy, as we recognize the valuable contributions you bring to our team.

We want to encourage you to continue developing your skills and exploring new opportunities within the company. There are various training programs and resources available that can help you grow professionally. We believe that with your dedication and talent, you will find the right opportunity to progress in your career.

Please feel free to reach out if you would like feedback on your interview or if you have any questions about potential development opportunities.

Thank you once again for your interest, and we wish you success in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]