

Internal Job Application Rejection

Dear [Employee's Name],

Thank you for your application for the [Job Title] position within [Department/Team]. We appreciate the time and effort you put into the application process and the enthusiasm you have shown for continuing your career with us.

After careful consideration, we have decided to move forward with another candidate whose skills and experience more closely match the requirements of the role. This decision was not easy, as you have made significant contributions to our team, including:

- Your outstanding performance in [specific project or task].
- Leading initiatives that have improved our workflow, particularly in [specific area].
- Your ability to foster collaboration among team members, which has been invaluable to our success.

We are grateful for your hard work and dedication and encourage you to seek out future opportunities that align with your career aspirations. Your contributions to [Company Name] do not go unnoticed, and we look forward to seeing your continued professional growth here.

Thank you once again for your interest. Please feel free to reach out if you would like feedback on your application or discuss your career development further.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]