

Internal Job Application Status

Dear [Employee's Name],

Thank you for your interest in the [Job Title] position within [Department/Team]. We appreciate the time and effort you put into your application and the commitment you have shown to our organization.

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 several strong applicants.

We value your contributions to [Company Name] and would like to offer you alternative opportunities that may align with your skills and career aspirations. We currently have openings for:

- [Alternative Position 1] - [Brief Description]
- [Alternative Position 2] - [Brief Description]
- [Alternative Position 3] - [Brief Description]

If you are interested in any of these positions or would like to discuss your career path further, please do not hesitate to reach out to me directly.

Thank you once again for your interest and for being a valued member of our team.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]