

Internal Job Application Rejection

Dear [Employee's Name],

Thank you for your interest in the [Position Title] position and for the time you invested in the application process. We appreciate your dedication and enthusiasm for advancing within the company.

After careful consideration, we have decided to move forward with another candidate who more closely aligns with the specific skill sets required for this role. This decision was not easy, as we value your contributions to our team.

Your current role as [Current Position] is crucial to our success, and we recognize and appreciate the hard work and commitment you bring to your duties every day. We encourage you to continue to excel in your position and consider future opportunities as they arise.

We wish you success in your professional development and look forward to your ongoing contributions to [Company Name]. Please feel free to reach out if you'd like feedback on your application or to discuss your career progression further.

Best regards,

[Your Name]

[Your Position]

[Company Name]