

Internal Application Denial Letter

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Internal Job Application Status

Dear [Employee Name],

Thank you for your interest in the [Position Title] position and for your application submitted on [Insert Application Date]. We appreciate the time and effort you took to apply and your continued dedication to [Company Name].

After careful consideration of your application and review of all candidates, we regret to inform you that we will not be moving forward with your application for this position at this time. This decision was not easy, as we had a number of qualified candidates.

We encourage you to continue your professional development and consider future opportunities within [Company Name]. Thank you once again for your interest and commitment to our team.

If you would like to discuss this decision further, please feel free to reach out to me directly.

Wishing you all the best in your current role and future endeavors.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]