

Internal Application Outcome Notification

Dear [Employee Name],

We would like to take this opportunity to thank you for your interest in the [Position Title] position within the [Department Name] department. We appreciate the time and effort you invested in the application and interview process.

After careful consideration, we regret to inform you that we have decided to select another candidate for this position. This decision was not easy, given the high caliber of applicants we received.

We value your contributions to [Company Name] and encourage you to continue seeking other opportunities for growth within the organization. We are confident that your skills and talents will find a suitable role that matches your aspirations.

If you have any questions or if you would like feedback regarding your application, please do not hesitate to reach out.

Thank you once again for your interest in the position. We wish you the best in your current role and future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]