

Internal Candidate Rejection Letter

Date: [Insert Date]

[Employee Name]

[Employee Position]

[Company Name]

Dear [Employee Name],

Thank you for your interest in the [Job Title] position within [Department]. We appreciate the time and effort you put into the application and interview process.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate who aligns more closely with the requirements and goals for this position.

We value your contributions to [Company Name] and would like to encourage you to continue pursuing your career development within our organization. Please feel free to reach out if you would like to discuss potential future opportunities.

Thank you once again for your interest and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]