

Internal Employment Application Results

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Results of Your Internal Employment Application

Dear [Employee's Name],

Thank you for your interest in the [Position Title] position within our organization. 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 move forward with another candidate who more closely aligns with the requirements for the role.

We encourage you to explore other opportunities within the company that may fit your skills and aspirations. Your contributions to [Current Department] are valued, and we hope to see you continue to grow with us.

If you would like feedback on your application or interview, feel free to reach out to me directly.

Thank you again for your interest and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]