

# Internal Job Application Non-Selection Letter

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Internal Job Application Outcome

Dear [Employee Name],

Thank you for your interest in the [Job Title] position and for taking the time to participate in the interview process. We appreciate your enthusiasm and the effort you put into your application.

After careful consideration, we have decided to move forward with another candidate who we believe more closely meets the requirements of the role at this time. This decision was not an easy one, as we received applications from many qualified individuals.

We encourage you to continue seeking opportunities within our organization and to apply for future positions that align with your career goals. If you would like feedback regarding your application or interview, please feel free to reach out.

Thank you again for your interest in advancing your career with us, and we look forward to your continued contributions to the team.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]