

# Example Rejection Letter with Detailed Feedback for Internal Applicants

[Date]

[Applicant Name]

[Department]

[Company Name]

Dear [Applicant Name],

Thank you for your interest in the [Position Title] position within [Department/Team Name]. We sincerely appreciate the time, effort, and enthusiasm you invested in your application and the interview process.

After careful consideration and a thorough review of all candidates, we have decided to move forward with another applicant for this role. This decision was not easy, as your contributions to our team and your performance during the selection process were highly valued.

## Feedback on Your Application and Interview

- **Strengths:** During the interview, you demonstrated excellent knowledge of [relevant skill/process], particularly with your insight regarding [specific example or duty]. Your collaborative approach and commitment to our organizational values stood out and are assets to our team.
- **Areas for Growth:** We encourage you to continue developing your skills in [specific area, e.g., advanced project management, technical expertise, stakeholder communication], as this remains a critical aspect of the [Position Title] role. In particular, deepening your experience with [relevant tool/system/process] will better position you for similar opportunities in the future.
- **Interview Feedback:** While your responses were thoughtful, there were a few instances where providing more detailed examples of your leadership in [specific situation] could have strengthened your candidacy. Consider highlighting measurable outcomes from your recent projects when discussing your achievements in future interviews.

We value your ongoing contribution to [Company Name] and encourage you to pursue ongoing professional development and future openings that align with your skills and career aspirations. If you would like more detailed feedback or wish to discuss development opportunities, please feel free to reach out to me directly or to [HR Contact Name].

Thank you again for your interest and dedication. We hope you will continue to thrive in your current role and remain an important part of our team.

Best regards,

[Your Name]

[Your Title/Position]

[Company Name]