

Rejection for referred candidate with internal consideration

Subject: Update on [Referred Candidate Name]'s Interview

Dear [Referring Employee Name],

I wanted to update you on [Referred Candidate Name]'s interview for the [Position Title] role that you referred them for.

While [Candidate Name] has impressive qualifications and we enjoyed meeting them, we've decided to move forward with another candidate whose experience better matches our immediate technical requirements.

[Candidate Name] demonstrated strong [specific positive qualities], and I want to thank you for referring such a quality candidate. We've kept their information on file for future opportunities that might be a better fit.

I appreciate you thinking of us when you encounter talented professionals in your network.

Employee referrals like yours are valuable to our hiring process.

Please let [Candidate Name] know they're welcome to apply for other positions that align with their background.

Thanks again for the referral.

Best regards,

[Your Name]

[Your Title]

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