

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

It was a pleasure speaking with you regarding the [Job Title] position with [Client/Company Name]. As discussed, I am writing to provide a formal overview of our executive search process and the anticipated timeline for this engagement.

Our search is structured into the following phases:

- **Phase 1: Initial Evaluation** - We conduct an in-depth review of your professional background, leadership style, and alignment with the strategic goals of [Company Name].
- **Phase 2: Preliminary Interviews** - You will meet with members of the search committee to discuss your experience and the specific requirements of the role.
- **Phase 3: Formal Assessment and Referencing** - This stage includes comprehensive professional reference checks and, if applicable, leadership assessments.
- **Phase 4: Finalist Interviews** - Shortlisted candidates will meet with the [Executive Board/CEO/Search Committee] for final evaluations.
- **Phase 5: Selection and Offer** - The process concludes with a formal offer and transition planning.

We are currently in the [Current Phase] of the process. We anticipate completing our evaluations by [Date], at which point we will provide you with an update regarding your status.

All information shared during this process will be treated with the highest level of confidentiality. Should you have any questions in the meantime, please do not hesitate to contact me directly.

Thank you for your interest and for the time you have invested in this process so far.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]