

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Registration - Senior Leadership Search

Dear [Candidate Name],

This letter confirms that we have successfully received your registration and application materials for the [Job Title] position at [Organization Name].

Your profile has been entered into our executive search database. Our leadership recruitment team is currently reviewing your qualifications against the specific requirements of the role. Should your background align with the strategic needs of the organization, a member of our search committee will contact you to schedule an initial interview.

The anticipated timeline for this search is as follows:

- Review of applications: [Date/Period]
- Initial screening calls: [Date/Period]
- Finalist interviews: [Date/Period]

You may check the status of your application at any time through our online portal or by contacting [Contact Name/Email].

Thank you for your interest in joining our senior leadership team. We appreciate the time and effort you have invested in this process.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]