

Dear [Candidate Name],

Thank you for participating in the interview process for the [Job Title] position. We sincerely appreciate the time and effort you invested in your application and for sharing your vision for the future of [Company Name].

The selection committee has completed its evaluation of all candidates. While we were impressed with your leadership experience and your track record of success within the organization, we have decided to move forward with another candidate whose specific experience more closely aligns with the strategic requirements of this role at this time.

This decision does not diminish our high regard for your contributions to [Company Name]. We value your commitment to the company and your continued leadership within your current department.

[Optional: I would like to schedule a brief meeting later this week to provide more specific feedback and discuss your ongoing career development within the firm.]

Thank you again for your interest in this executive opportunity and for your continued dedication to our collective success.

Best regards,

[Sender Name]

[Sender Title]

[Company Name]