

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position and for the time you spent speaking with our executive search team regarding the role at [Client Company Name].

After a thorough review of your professional background and our current search mandates, we have decided not to move forward with your candidacy at this time. While your leadership credentials are impressive, this specific role requires a deeper level of direct expertise within the [Specific Industry/Sector Name] sector than your profile currently reflects.

The selection committee is prioritizing candidates who possess extensive, recent experience navigating the unique regulatory and market challenges specific to this industry. Consequently, we will be focusing on applicants whose sector-specific expertise more closely aligns with our client's immediate strategic requirements.

We will keep your resume in our executive database and will reach out should a future search arise that better matches your specific industry strengths and functional skills.

We wish you continued success in your professional endeavors.

Best regards,

[Your Name]
[Your Title]
[Executive Search Firm Name]