

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Outcome of Leadership Competency Assessment

Dear [Candidate Name],

Thank you for participating in the leadership competency assessment for the [Job Title] position at [Company Name]. We appreciate the time and effort you invested in this stage of our selection process.

After a thorough review of your assessment results and a comparison against the core leadership requirements for this specific role, we have decided not to move forward with your application at this time.

Our evaluation focused on specific leadership benchmarks, including [mention 1-2 competencies, e.g., strategic decision-making and team development]. While your background is impressive, other candidates demonstrated a closer alignment with the current leadership needs of the department.

We will keep your resume on file for future opportunities that may be a better match for your professional profile. We wish you the best of luck in your career pursuits.

Sincerely,

[Your Name]

[Your Title]

[Company Name]