

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the opportunity to discuss your background and experience regarding the [Position Name] role with [Client/Company Name]. It was a pleasure learning more about your professional achievements and leadership style.

I am writing to inform you that, after careful consideration, the search committee has decided to proceed with other candidates whose profiles more closely align with the specific requirements of this particular mandate. While your credentials are impressive, we will not be moving forward with your candidacy for this specific role at this time.

However, given your expertise in [Industry/Functional Area], we would like to retain your curriculum vitae in our executive database. Our firm frequently manages high-level searches, and we would value the opportunity to reach out to you should a future opportunity arise that matches your unique qualifications.

We appreciate the time and effort you invested in this process. We wish you continued success in your professional endeavors and look forward to staying in touch.

Best regards,

[Your Name]

[Title]

[Executive Search Firm Name]