

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for participating in the executive search process for the [Job Title] position at [Company Name]. It was a pleasure learning more about your professional background and achievements.

Following our recent discussions regarding the logistical requirements of this role, we understand that you are unable to relocate to [Location] at this time. As this position requires a consistent physical presence at our headquarters to lead the team effectively, we are unable to move forward with your candidacy.

We have great respect for your expertise and the value you bring to the industry. Should your circumstances regarding relocation change in the future, or if a suitable remote or local opportunity arises, we would be pleased to reconnect.

We wish you continued success in your current role and future professional endeavors.

Sincerely,

[Your Name]

[Title]

[Organization Name]