

Strictly Confidential

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the opportunity to discuss the [Job Title] position at [Company Name]. It was a pleasure learning more about your professional background and your vision for leadership.

The Board of Directors and the Search Committee have concluded their evaluation of the finalist pool. We are writing to inform you that we have decided to move forward with another candidate whose specific experience and strategic focus more closely align with the immediate requirements of the organization at this time.

This decision is a reflection of the exceptional caliber of the candidates interviewed and does not diminish your impressive achievements or the value of your expertise. We appreciate the time and discretion you maintained throughout this confidential process.

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

Sincerely,

[Your Name]

[Your Title / Chair of the Search Committee]

[Company Name]