

CONFIDENTIAL

Date: [Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Last Name],

Thank you for the opportunity to discuss the [Job Title] position at [Company Name] and for the time you invested in our executive search process.

I am writing to formally inform you that the Search Committee has decided to move forward with another candidate whose experience and leadership style align more closely with the specific strategic requirements of the organization at this time.

Please be assured that your candidacy was handled with the utmost confidentiality and was evaluated with great care. We were impressed by your professional achievements and the insights you shared during our conversations.

We will keep your professional profile in our private records for future executive opportunities that may be a match for your expertise. If you prefer that we do not retain your information, please let us know.

We appreciate your interest in [Company Name] and wish you continued success in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name / Search Firm Name]