

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 executive leadership.

I am writing to formally inform you that we have decided to move forward with another candidate whose specific experience aligns more closely with our current strategic requirements. Please be assured that this decision was made after a comprehensive and thorough evaluation of your credentials and interviews.

On behalf of the board and the executive search committee, I would like to express our appreciation for the time and insight you shared with us. We recognize the high level of expertise you bring to the industry and have no doubt that you will continue to have a significant impact in your future endeavors.

We will maintain the confidentiality of our discussions and your candidacy. We wish you the very best in your professional pursuits.

Sincerely,

[Your Name]

[Your Title]

[Company Name]