

Confidential

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the opportunity to discuss the [Job Title] position for [Company Name/Project Name] with you. We appreciated the time you invested in the interview process and the insights you shared regarding your professional background.

I am writing to formally inform you that, after careful consideration of all candidates, the search committee has decided to proceed with another individual whose specific experience most closely aligns with the current strategic requirements of the organization.

Please be assured that this search was conducted with the highest level of discretion. All information shared during our discussions and your candidacy itself will remain strictly confidential within our files.

We were impressed with your accomplishments and thank you for your interest in this executive leadership role. We wish you continued success in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name/Company Name]