

CONFIDENTIAL

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the opportunity to discuss the [Job Title] position and for the time you invested in our executive selection process. It was a pleasure learning more about your professional background and your vision for leadership.

The Search Committee has completed its evaluation of the finalist pool. While your credentials and experience are highly impressive, we have decided to move forward with another candidate whose specific background more closely aligns with the immediate strategic priorities of the organization at this time.

Please be assured that our discussions and the materials shared during this process will remain strictly confidential. We hold your achievements in high regard and appreciate the professional manner in which you engaged with our team.

We wish you continued success in your future professional endeavors.

Sincerely,

[Name]

[Title]

[Company Name]