

CONFIDENTIAL

Date: [Insert Date]

[Candidate Name]

[Address Line 1]

[Address Line 2]

Re: Executive Search for [Position Title] - [Reference Code]

Dear [Candidate Name],

Thank you for the time and effort you invested in the recruitment process for the position of [Position Title] with [Agency Name]. We appreciated the opportunity to discuss your background and professional achievements.

After a thorough evaluation of all candidates and careful consideration by the selection committee, we are writing to inform you that we have decided to move forward with another individual whose experience more closely aligns with the specific strategic requirements of the agency at this time.

Please be assured that all information shared and discussed during this process remains strictly confidential. Your materials will be handled in accordance with our data retention and privacy policies.

We thank you for your interest in our organization and wish you continued success in your professional endeavors.

Sincerely,

[Sender Name]

[Title]

[Agency Name]