

Strictly Confidential

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the time and effort you invested in the selection process for the [Job Title] position with our client. It was a pleasure learning more about your professional background and your significant achievements at [Candidate's Current/Former Company].

I am writing to formally inform you that, after a thorough evaluation of all candidates and careful deliberation with the Board, the search committee has decided to proceed with another individual whose specific experience most closely aligns with the immediate strategic priorities of the organization.

Please be assured that this decision was made among a highly competitive field of accomplished executives. Your qualifications are impressive, and this outcome is not a reflection of your professional capabilities, but rather a matter of specific fit for the current mandate.

In accordance with our commitment to privacy, your candidacy has been handled with the utmost discretion and will remain strictly confidential. We will keep your professional profile in our private database for future leadership opportunities that match your expertise, unless you instruct us otherwise.

We wish you continued success in your current role and your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]