

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] and for the time you invested in our executive search process.

I am writing to formally inform you that after careful consideration of your background and our current strategic requirements, we have decided to move forward with another candidate whose experience more closely aligns with the specific needs of the organization at this time.

Please be assured that our discussions and your interest in this role will remain strictly confidential. We were impressed by your professional accomplishments and appreciate the insights you shared during our conversations.

We wish you continued success in your professional endeavors and thank you for your interest in [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]