

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Strictly Confidential

Dear [Candidate Name],

Thank you for participating in the executive search process for the [Job Title] position at [Client/Company Name]. It was a pleasure learning more about your professional background and leadership philosophy.

I am writing to inform you that the search committee has decided to move forward with another candidate whose experience more closely aligns with the specific strategic requirements of the role at this time. As such, we will not be proceeding further with your candidacy.

Please be assured that all information shared during this process, as well as the fact of your candidacy, will remain strictly confidential. We have high regard for your achievements and will keep your profile in our private database for future leadership opportunities that match your expertise.

We appreciate the time and effort you invested in this process and wish you continued success in your professional endeavors.

Sincerely,

[Your Name]

[Title]

[Executive Search Firm Name]