

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the opportunity to discuss the [Job Title] position for [Client Company Name] with you. We appreciated the time you spent sharing your background and professional achievements with our team.

I am writing to inform you that the search committee has decided to move forward with other candidates whose experience more closely aligns with the specific requirements of this role at this time. This was a difficult decision given the high caliber of professionals we interviewed.

We will keep your credentials in our private database and will reach out should a future engagement match your expertise and career goals. Your information will remain strictly confidential within our firm.

We wish you continued success in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Executive Search Firm Name]