

Strictly Private & Confidential

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position with our client, [Company Name (Optional)], and for the time you invested in the interview process.

I am writing to inform you that the search committee has decided to move forward with another candidate whose experience and background more closely align with the specific strategic requirements of the role at this time.

Please be assured that this decision was made after a very thorough evaluation of a highly qualified pool of candidates. We were impressed by your professional accomplishments and appreciate the insights you shared during our discussions.

Your materials will be kept in our confidential database for future opportunities that may be a fit for your expertise. We wish you continued success in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]