

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in being included in our executive search roster. We have carefully reviewed your professional background, achievements, and leadership profile.

At this time, we have decided not to add your profile to our active candidate roster. Our selection process is highly selective and is based on the specific strategic requirements and industry niches currently requested by our client organizations.

Please note that this decision is specific to our current portfolio needs and does not reflect a lack of respect for your professional accomplishments. We will keep your materials on file for the period required by our data retention policy should our search criteria evolve in the future.

We appreciate the time you took to share your credentials with us and wish you continued success in your executive career.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]