

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the opportunity to meet with you on [Date] to discuss the [Job Title] position with [Client Company Name]. We appreciated the time you invested in our executive search process and the insights you shared regarding your leadership experience.

I am writing to provide an update on your candidacy. After careful deliberation with the search committee and the client, we have decided to move forward with other candidates whose profiles more closely align with the specific strategic requirements defined for this role at this time.

The committee was particularly impressed by your [mention a specific strength, e.g., extensive background in international operations] and your [mention another strength, e.g., track record of driving digital transformation]. This decision is a reflection of the unique competitive landscape of this specific search and does not diminish your professional accomplishments.

With your permission, we would like to keep your credentials in our executive database. Should a future search arise that matches your expertise and leadership style, we will certainly reach out to you.

We wish you continued success in your professional endeavors and thank you for your interest in this leadership opportunity.

Sincerely,

[Your Name]

[Your Title]

[Executive Search Firm Name]