

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

On behalf of [Company Name] and the Board of Directors, I would like to thank you for your time and interest in the [Job Title] position. We truly enjoyed learning more about your professional background and your vision for leadership.

I am writing to inform you that the search committee has reached a conclusion. After a comprehensive evaluation of several highly qualified candidates, we have decided to move forward with another individual whose specific experience most closely aligns with our current strategic objectives.

This decision was difficult given your impressive credentials and the valuable insights you shared during our discussions. We specifically noted your strengths in [Mention 1-2 Specific Strengths, e.g., international expansion and team restructuring].

We appreciate the transparency and professionalism you demonstrated throughout this executive search process. We will keep your materials on file should a future opportunity arise that matches your profile.

We wish you continued success in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]