

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Subject: Conclusion of Leadership Search - [Position Title]

Dear [Candidate Name],

I am writing to formally conclude our leadership search for the position of [Position Title]. We are pleased to confirm that the search process has been successfully finalized with your appointment and acceptance of the role.

We would like to express our complete satisfaction with the outcome of this search. Throughout the process, we were impressed by your professional background, strategic vision, and the leadership qualities you demonstrated. We are confident that your expertise will be a significant asset to [Company Name] as we move forward.

We also want to thank you for your engagement and transparency during the interview and negotiation phases. We look forward to your official start date on [Start Date] and to the contributions you will make to our executive team.

Welcome to the leadership team. We are excited about the future of the organization under your guidance.

Sincerely,

[Your Name]

[Your Title]

[Company Name]