

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to meet with our search committee to discuss the [Job Title] position. It was a pleasure learning more about your leadership experience and your professional achievements.

The selection committee has completed its review of the first-round interviews. While your qualifications are impressive, we have decided to move forward with other candidates whose experience more closely aligns with our current strategic requirements for this executive role.

We appreciate the interest you have shown in [Company Name] and the time you invested in our recruitment process. We wish you the very best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]