

[Date]

Confidential

Dear [Candidate Name],

Thank you for participating in the interview process for the [Job Title] position. We sincerely appreciate the time and effort you invested in your application and for sharing your vision for the future of [Department/Organization].

The selection committee has carefully reviewed all candidates. After extensive deliberation, we have decided to move forward with another candidate whose specific experience and skill set more closely align with the immediate strategic requirements of this executive role.

Please be assured that this decision does not diminish the high regard in which we hold your current contributions. You remain a highly valued member of our leadership team, and we are grateful for your continued dedication to [Company Name].

We would like to schedule a brief meeting later this week to provide more detailed feedback and to discuss your ongoing career development and future opportunities within the organization.

Thank you for your professionalism throughout this process.

Best regards,

[Sender Name]

[Sender Title]

[Company Name]