

Dear [Candidate Name],

Thank you for giving us the opportunity to review your application for the [Job Title] position at [Company Name]. We were very impressed by your extensive executive background and the significant achievements outlined in your resume.

After careful consideration, we have decided not to move forward with your candidacy at this time. Our hiring team feels that your high level of experience and executive leadership skills exceed the current requirements and scope of this particular role.

We believe that your expertise would be better suited for a more senior strategic position that aligns more closely with your professional trajectory. We would like to keep your information on file should a role more appropriate for your level of seniority become available in the future.

We appreciate the time you took to interview with us and wish you continued success in your professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]