

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to meet with us to discuss the [Job Title] position. We enjoyed learning more about your extensive experience and your impressive background in management.

After careful consideration, we have decided to move forward with other candidates whose profiles more closely align with the specific requirements and scope of this particular role. Given your high level of expertise and leadership experience, we believe this position may not offer the level of challenge or professional growth you are accustomed to at this stage of your career.

We were very impressed with your credentials and will keep your resume on file should a more senior leadership opportunity arise that matches your qualifications.

We appreciate your interest in [Company Name] and wish you the very best in your professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]