

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for participating in our recent Leadership Competency Assessment for the position of [Job Title]. We appreciated the opportunity to learn more about your professional background and leadership style.

After a thorough review of your assessment results and comparing them against the specific leadership requirements for this role, we are writing to inform you that we will not be moving forward with your application at this time.

Our evaluation focused on key competencies such as [Competency 1], [Competency 2], and [Competency 3]. While your experience is impressive, we have decided to proceed with candidates whose current assessment profiles more closely align with the immediate strategic needs of this position.

We will keep your resume on file for future opportunities that may be a better match for your skillset. We appreciate the time and effort you invested in our selection process.

We wish you the best of luck in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]