[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for participating in our recent interview process. It was a pleasure learning more about your extensive executive experience and professional achievements.

After careful consideration, we regret to inform you that we are unable to move forward with your application at this time. Our current hiring policy for this specific leadership role does not provide for visa sponsorship or work authorization assistance.

As you stated that you would require sponsorship to work in the United States permanently, we cannot proceed with your candidacy despite your impressive qualifications.

We appreciate the time and effort you invested in the application process. We wish you the very best in your professional endeavors and future career opportunities.

Sincerely,

[Your Name]
[Your Title]
[Company Name]