[Date]

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

Dear [Candidate Name],

Thank you for reaching out and sharing your professional background and interest in joining the leadership team at [Company Name]. We appreciate the time you took to introduce yourself and provide your credentials.

At this time, we do not have an executive opening that aligns with your specific profile and areas of expertise. While your accomplishments are noteworthy, our current strategic roadmap and leadership structure are fully established for the upcoming period.

We will keep your materials on file should a suitable opportunity at the executive level arise in the future. We also encourage you to monitor our corporate careers page for any upcoming announcements regarding new leadership roles.

We wish you continued success in your professional endeavors and thank you again for your interest in [Company Name].

Sincerely,

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