

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

On behalf of the Board of Directors and the executive search committee, I would like to thank you for the time and effort you invested in the [Position Title] selection process at [Company Name]. It was a pleasure to learn about your professional background and leadership philosophy.

The committee has completed its evaluation of the finalists. While your credentials and experience are highly impressive, we have decided to move forward with another candidate whose specific background more closely aligns with our immediate strategic goals for the organization.

This decision does not reflect a lack of confidence in your capabilities, but rather the very specific requirements of our current mandate. We genuinely appreciate the transparency and insight you shared during our discussions.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]