

Dear [Candidate Name],

Thank you for the time and effort you invested in the selection process for the [Job Title] position. It was a pleasure discussing your vision for the future of [Company Name] and reviewing your extensive contributions to the organization.

After careful consideration and thorough interviews with the executive leadership team, we have decided to move forward with another candidate for this specific role. This was a difficult decision given your strong track record and the value you bring to our company.

Please know that this decision is specific to the current needs of the [Job Title] position and does not diminish our appreciation for your leadership in your current role as [Current Job Title]. We remain fully committed to your professional growth and look forward to your continued impact on our senior leadership team.

[Name of Executive/HR Lead] would like to schedule a time to meet with you personally to provide specific feedback and discuss your ongoing career development within the company.

Thank you again for your dedication to [Company Name].

Best regards,

[Sender Name]

[Sender Title]

[Company Name]