

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to meet with our executive leadership team to discuss the [Job Title] position at [Company Name]. It was a pleasure learning more about your professional background and your strategic vision.

The search committee has carefully reviewed the qualifications of all the finalists. While we were impressed with your extensive experience and achievements, we have decided to move forward with another candidate whose specific skill set more closely aligns with our current long-term strategic objectives.

We appreciate the significant time and effort you invested in our recruitment process. On behalf of the entire board and leadership team, I would like to thank you for your interest in [Company Name] and wish you continued success in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]