

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the time and effort you invested in the application and interview process for the [Job Title] position at [Company Name]. It was a pleasure to learn more about your professional background and your vision for leadership.

The selection committee has carefully reviewed your qualifications alongside those of other highly accomplished candidates. After thorough consideration, we have decided to move forward with another candidate whose specific experience and strategic focus more closely align with our current organizational objectives and long-term goals.

This decision does not reflect a lack of confidence in your capabilities. We were genuinely impressed by your track record of success and the insights you shared during our discussions.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]