

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the time and effort you invested in the interview process for the [Job Title] position at [Company Name]. It was a pleasure speaking with you and learning more about your leadership experience and professional achievements.

The selection committee was impressed with your background and the strategic insights you shared during the final stage of our evaluation. However, after careful consideration, we have decided to move forward with another candidate whose experience aligns even more closely with our specific goals for this phase of the company's growth.

This decision was difficult given the high caliber of finalists. We genuinely appreciate the transparency and vision you brought to our discussions.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]