

Dear [Candidate Name],

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

The selection committee has carefully reviewed your qualifications and experience. While we were impressed with your leadership track record and accomplishments, we have decided to move forward with another candidate whose specific experience more closely aligns with our current strategic priorities.

We appreciate the significant time and effort you invested in our recruitment process. Your expertise in [Specific Skill/Industry] is notable, and we wish you the very best in your future professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]