

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the opportunity to discuss the [Job Title] role and for sharing your vision for executive leadership at [Company Name]. It was a pleasure learning more about your professional background and significant achievements.

After careful consideration and multiple rounds of interviews, we have decided not to move forward with your candidacy at this time. While your credentials and expertise are impressive, we have chosen to proceed with a candidate whose specific leadership style and approach more closely align with our current organizational culture and long-term strategic objectives.

We appreciate the time and energy you invested in our recruitment process. We have no doubt that your experience will be a tremendous asset to your next organization.

We wish you the very best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]