

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for giving us the opportunity to consider your background for the [Job Title] position with our client, [Client Company Name].

After a thorough review of your qualifications and experience in relation to the specific requirements defined by our client, we have decided to move forward with other candidates who more closely align with the immediate needs of this search.

Please note that this decision pertains only to this specific engagement. As an executive search firm, we will keep your professional profile in our confidential database. Should another leadership opportunity arise that matches your expertise, we will contact you directly.

We appreciate the time you invested in this process and wish you continued success in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]