

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the Vice President position at [Company Name] and for the time you spent meeting with our executive team.

The selection committee has carefully reviewed your background and qualifications. At this time, we have decided to move forward with another candidate whose experience more closely aligns with the specific strategic needs of the organization for this particular role.

We were impressed with your professional achievements and appreciate the insights you shared during the interview process. We will keep your resume on file for future executive opportunities that may be a fit for your expertise.

We wish you the very best in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]