

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for giving us the opportunity to review your credentials and for the time you spent meeting with our executive leadership team regarding the [Position Title] role.

After a thorough evaluation of our current strategic requirements and the specific needs of the organization at this stage, we have decided to move forward with another candidate whose experience aligns more closely with our immediate objectives.

However, the search committee was very impressed with your background and your vision for [Industry/Field]. We believe your leadership profile is exceptional, and we would like to keep your information on file for future executive openings that may be a more direct match for your expertise.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]