

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

On behalf of [Company Name], I would like to sincerely thank you for the time and effort you invested in our executive search for the [Job Title] position. It was a privilege to learn more about your professional background and your vision for leadership.

The selection committee was deeply impressed by your credentials, your extensive experience in [Specific Industry/Field], and your proven track record of success. You are a highly qualified professional with much to offer.

After a thorough evaluation of all finalists, we have decided to move forward with another candidate whose specific experience at this time aligns most closely with our immediate strategic objectives. This was an exceptionally difficult decision given the high caliber of your expertise.

We appreciate the transparency and professionalism you demonstrated throughout the interview process. We will keep your information on file should a future role emerge that matches your unique skillset.

We wish you continued success in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]