

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you spent sharing your background with us.

We have carefully reviewed your application and qualifications in relation to the requirements for this leadership role. While your professional experience is impressive, our selection committee has decided to move forward with other candidates whose profiles more closely align with our current strategic needs and specific criteria for this position.

We appreciate the opportunity to learn about your achievements. We will keep your information on file for future executive opportunities that may be a better fit for your expertise.

We wish you continued success in your professional endeavors.

Best regards,

[Your Name]
[Your Title]
[Company Name]