

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

On behalf of the Board of Directors at [Company Name], I would like to thank you for your interest in the Chief Executive Officer position and for the time you invested in our executive search process.

The search committee has carefully reviewed the qualifications and experience of all finalists. While your professional background and vision for the company are highly impressive, the Board has decided to move forward with another candidate whose specific experience more closely aligns with our immediate strategic objectives.

We appreciate the transparency and insight you shared regarding your leadership philosophy. We wish you continued success in your future professional endeavors.

Sincerely,

[Name]

[Title, e.g., Chairman of the Board]

[Company Name]