

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for participating in the Executive Portfolio Review for the [Job Title/Project Name] position. We appreciate the time and effort you invested in preparing your presentation and sharing your strategic vision with our leadership team.

After a thorough evaluation of your portfolio and professional background, we have decided to move forward with other candidates whose experience more closely aligns with our current organizational requirements and long-term strategic goals.

The selection process was highly competitive, and our decision does not reflect a lack of respect for your significant achievements or executive capabilities. We were impressed by [mention one specific strength, e.g., your track record in international expansion], and we are confident that your expertise will be an asset to any organization.

We will keep your materials on file should a future opening arise that matches your unique profile. We wish you continued success in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]