

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for interviewing for the [Job Title] position at [Company Name]. We enjoyed learning more about your management experience and leadership style.

As discussed during the recruitment process, this management role requires a permanent presence at our [Location] office. While we understand and respect your decision to remain in your current location, we are unable to proceed with your candidacy as relocation is a mandatory requirement for this specific position.

We will keep your resume on file should a remote or local opportunity that matches your qualifications become available in the future.

We wish you the best in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]