

Formal rejection for senior-level candidate

Subject: Executive Search Update - [Position Title]

Dear [Candidate Name],

On behalf of [Company Name] and our Board of Directors, I want to thank you for your interest in the [Position Title] role and for the time you invested in our comprehensive interview process.

We had the privilege of meeting many exceptional leaders throughout this search, and your extensive experience in [relevant field] and strategic vision for [specific area] made a strong impression on our selection committee.

After thorough deliberation, we have chosen to extend an offer to a candidate whose background in [specific area] aligns more directly with our immediate strategic priorities and market position.

This decision reflects the specific needs of our organization at this juncture rather than any shortcoming in your impressive qualifications. We have tremendous respect for your accomplishments and leadership in the industry.

We would welcome the opportunity to consider you for other executive opportunities that may arise, and I hope we can stay connected as we continue to grow our leadership team.

Thank you again for your professionalism throughout this process.

Respectfully,

[Your Name]

[Your Title]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/unsuccessful-interview-feedback>