

Sample Regrets Letters

Once you have made an offer to your preferred candidate and the individual has signed off on the hiring letter, the search is over and regret letters can be sent to all applicants. Below are two examples that you may adapt as needed.

For Candidates Who Were Not Interviewed

Dear <Name>:

On behalf of <Organization>, I want to thank you for your interest in the chief executive position. I am writing to inform you that the search for this position has concluded with the selection of a new executive.

The transition committee was faced with the challenge of choosing among many qualified candidates for the open position. We certainly appreciate your interest in the position and wish you all the best in your professional pursuits and goals.

Sincerely,

<Name>

Transition Committee Chair or Board Chair

For Candidates Who Were Interviewed

Dear <Name>:

On behalf of the board of directors of <Organization>, I want to thank you for your interest in the chief executive position and for taking the time to interview with us. I am writing to inform you that the search has concluded with the selection of a new executive.

The transition committee was faced with the challenge of choosing among many qualified candidates for the open position. While in the end we hired another candidate, we want you to know that we were impressed with your qualifications and abilities.

Thank you and best wishes for your continued success.

Sincerely,

<Name>

Leadership Transition Committee Chair