

[Date]

[Client Name]  
[Client Company]  
[Client Address]

Subject: Update Regarding Your [Project Name/Search Title] Search

Dear [Client Contact Name],

This letter serves to formally confirm that, per our recent conversation on [Date], the search for the [Position Name] role has been placed on **[Paused/Deferred]** status, effective immediately.

**Current Status:**

As discussed, we have suspended all active recruiting, interviewing, and outreach efforts for this position. All candidates currently in the pipeline have been notified that the search is temporarily on hold.

**Timeline:**

We understand that this search is deferred until [Specific Date or "further notice"]. We will touch base with you on [Follow-up Date] to reassess your hiring needs and determine the next steps for restarting the process.

**Documentation and Fees:**

All candidate profiles and interview notes gathered to date have been archived and will be readily available when the search resumes. [Optional: Mention any applicable administrative or suspension fees as per the original contract].

We look forward to resuming our partnership on this search when the time is right. If your circumstances change sooner than expected, please do not hesitate to reach out.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]