

Subject: Update regarding your application - [Company Name]

Dear [Candidate Name],

Thank you for taking the time to speak with us over the phone regarding the [Job Title] position. We enjoyed learning more about your background and experience.

I am writing to inform you that we have decided not to move forward with your candidacy at this time. Since our conversation, our internal priorities have shifted, and the company has decided to change direction regarding the requirements and focus of this specific role.

This decision is not a reflection of your skills or qualifications, which we found very impressive. We simply need to pause our current hiring process for this position as we redefine our strategy.

We will keep your resume on file should a future opening align with your expertise. We wish you the best of luck with your current job search and your future professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]