

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

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

I am writing to provide an update on the status of this role. Due to [reason for cancellation, e.g., internal restructuring / changes in budget / a shift in business priorities], we have decided to cancel the recruitment process for this position at this time.

Please note that this decision is not a reflection of your qualifications or your performance during the interview. We were impressed with your skills and will keep your resume on file for future opportunities that align with your profile.

Thank you again for your interest in [Company Name] and for the time you invested in our hiring process. We wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]