

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for taking the time to meet with us for the first-round interview for the [Job Title] position. It was a pleasure learning more about your background and experience.

I am writing to inform you that we have decided to close this position at this time and will not be moving forward with any further interviews. This decision is due to [a change in our internal hiring priorities / a shift in the department structure / the position being filled by an internal candidate].

We appreciate the interest you have shown in our company. We will keep your resume on file for future openings that may align with your skills and qualifications.

We wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]