

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. 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. Following our initial interviews, the team has decided to change the direction of this role. We are currently redefining the core responsibilities and the specific skill set required to meet our evolving business needs.

This decision is not a reflection of your qualifications, but rather a shift in our internal strategy for the position.

We appreciate the interest you have shown in [Company Name] and will keep your resume on file should a future opening align with your expertise. We wish you the best of luck in your job search.

Best regards,

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