Subject: Update regarding your application for [Job Title] - [Company Name]

Dear [Candidate Name],

Thank you for taking the time to meet with our team during the final interview stage for the [Job Title] position. We truly enjoyed learning more about your experience and appreciated the insights you shared.

I am writing to share an update regarding the status of this role. Due to unexpected internal changes, [Company Name] has implemented a temporary budget freeze. As a result, we have made the difficult decision to put this recruitment process on hold indefinitely and will not be moving forward with a hire at this time.

Please note that this decision is strictly due to budgetary constraints and is not a reflection of your performance or qualifications. Our team was very impressed with your background and the potential you showed during the interview process.

We would like to keep your information on file and will reach out to you should this position reopen or if another suitable opportunity arises in the future. In the meantime, we wish you the very best in your current job search.

Thank you again for your patience and for your interest in [Company Name].

Best regards,

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