Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID]

Current Department: [Current Department]

Subject: Update regarding your application for [Job Title]

Dear [Employee Name],

Thank you for your interest in the [Job Title] position within the [New Department] department. We appreciate the time and effort you put into the application process.

I am writing to formally notify you that the recruitment process for this specific role has been cancelled due to [internal restructuring / budget changes / shifting business priorities]. As a result, we are no longer moving forward with any candidates for this position at this time.

Please note that this decision is based solely on the cancellation of the vacancy and is not a reflection of your performance or qualifications. Your application will be kept on file, and we encourage you to apply for other internal opportunities that align with your career goals in the future.

We value your continued contributions to [Company Name]. If you have any questions regarding this notification, please contact the Human Resources department.

Best regards,

[Sender Name]
[Sender Title]
[Department Name]