

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name].

We are writing to inform you that we are unable to consider your application at this time because it was received after the application cutoff date of [Deadline Date].

Our recruitment process requires all materials to be submitted by the specified deadline to ensure a fair evaluation of all candidates. As a result, your application will not be moved forward for review during this hiring cycle.

We appreciate the time you took to apply. We encourage you to monitor our careers page for future openings that may match your qualifications.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]