

Subject: Update on your application for [Job Title] - [Candidate Name]

Dear [Candidate Name],

Thank you for submitting your materials for the [Job Title] position at [Company Name].

We are writing to inform you that we are unable to move forward with your application at this time. As noted in our previous correspondence, the deadline for submitting the required [Task/Assessment/Documents] was [Date/Time].

Because our hiring process has already moved into the final evaluation phase, we cannot accept late submissions or include them in our final review. We must maintain a consistent timeline for all candidates to ensure a fair and efficient selection process.

We appreciate the time you took to apply and the interest you have shown in [Company Name]. We wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]