

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Application for [Job Title]

Dear [Applicant Name],

Thank you for your interest in [Company Name] and for submitting your application for the [Job Title] position.

After reviewing our records, we noticed that you previously applied for a position with us on [Date of Previous Application]. Our current hiring policy requires a waiting period of [Number, e.g., 6 or 12] months before we can reconsider a candidate for the same or a similar role.

Because this time period has not yet passed, we are unable to move forward with your application at this time. We encourage you to reapply once the mandatory waiting period has concluded, especially if you have gained additional experience or skills in the interim.

We appreciate your enthusiasm for our company and wish you the best in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]