

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Regarding your application for [Position Name]

Dear [Candidate Name],

Thank you for your interest in [Company Name] and for submitting your application for the [Position Name] role.

After reviewing our records, we noticed that you previously interviewed for a position with us on [Date of Previous Interview/Application].

As per our company policy, there is a mandatory [Number of Months] month cooldown period before a candidate can be reconsidered for a role. This period allows candidates time to gain further experience and develop new skills before reapplying.

Because your previous application falls within this timeframe, we are unable to move forward with your current application at this stage.

We encourage you to apply again after [Date Cooldown Ends]. We wish you the best of luck with your current career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]