

Subject: Regarding your application for [Job Title]

Dear [Candidate Name],

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

After reviewing our records, we noticed that you previously applied for this specific role on [Date of Previous Application]. As stated in our hiring policy, we require a waiting period of [Number] months before candidates can be reconsidered for the same position.

This policy is in place to ensure that candidates have sufficient time to gain new experiences or further develop the specific skills required for this role before re-applying.

Because this period has not yet passed, we are unable to move forward with your application at this time. However, we encourage you to apply again once the [Number]-month period has elapsed, or if you see a different role that matches your qualifications.

We appreciate your interest in [Company Name] and wish you the best in your current endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]