

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

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

After reviewing our records, we noted that you previously applied for a position with us on [Date of Previous Application]. Our current hiring policy requires a waiting period of [Number of Months] months before we can reconsider a candidate for a new application.

As this timeframe has not yet passed, we are unable to move forward with your application at this time. This decision is based strictly on our reapplication policy and is not a reflection of your qualifications or potential fit for the role.

We encourage you to keep developing your skills and to apply again once the waiting period has concluded after [Date of Eligibility].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]