

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

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

We have received your application; however, we are unable to move forward with your candidacy at this time. According to our hiring policy, candidates must wait [Number of Months/Years] before reapplying for a position following a previous interview or application.

Our records indicate that your last application was submitted on [Date of Previous Application]. Therefore, you will be eligible to reapply for open roles with us after [Date of Eligibility].

We appreciate your enthusiasm for [Company Name] and encourage you to submit a new application once the restricted timeline has passed.

Best regards,

[Your Name]

[Your Title]

[Company Name]