

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Reapplication for [Position Name]

Dear [Applicant Name],

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

After reviewing our records, we have noted that you previously applied for a position with us on [Date of Previous Application]. According to our company policy, there is a mandatory waiting period of [Number] months before a candidate can be reconsidered for a role.

As this waiting period has not yet elapsed, we are unable to move forward with your application at this time. We encourage you to reapply once the waiting period has concluded on or after [Eligibility Date].

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

Best regards,

[Your Name]

[Your Title]

[Company Name]