

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

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

After reviewing your application, we have noted that you recently applied for a position with us on [Date of Previous Application]. According to our current company policy, candidates must wait [Number] months before reapplying for the same or a similar role.

Because 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 waiting period policy and is not a reflection of your qualifications or skills.

We encourage you to submit your application again once the required waiting period has concluded on [Date Eligibility Resumes].

Thank you for your understanding and for your continued interest in [Company Name]. We wish you the best in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]