

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

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 recently applied for a position with us on [Date of Previous Application]. Our current policy requires a minimum waiting period of [Number, e.g., 6] months before we can reconsider a candidate for the same or a similar role.

Because this interval has not yet passed, we are unable to move forward with your application at this time. This decision is based on our standard recruitment procedures and is not a reflection of your qualifications.

We encourage you to keep building your skills and to apply again once the waiting period has elapsed. We wish you the best of luck in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]