

Dear [Candidate Name],

Thank you for the time and effort you invested in applying for the [Job Title] position at [Company Name]. We truly appreciated the opportunity to learn more about your experience and skills.

We are writing to inform you that we have decided to cancel the recruitment process for this position at this time due to [internal restructuring / changes in business priorities / budget adjustments]. This decision is not a reflection of your qualifications or performance during the interview process.

We will keep your resume on file and may reach out if a similar role becomes available in the future. We also encourage you to monitor our careers page for any new openings that may interest you.

Thank you again for your interest in [Company Name]. We wish you the very best in your job search and professional endeavors.

Best regards,

[Your Name]
[Your Title]
[Company Name]