

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the time and effort you invested in your application and the interview process for the [Job Title] position at [Company Name].

I am writing to inform you that we have decided to cancel the recruitment for this position at this time due to [internal restructuring / changes in budget / shifting business priorities]. As a result, we will not be moving forward with any candidates for this role.

Please note that this decision is not a reflection of your qualifications or performance during the interview process. We were impressed with your background and appreciate your interest in our organization.

We will keep your resume on file for future opportunities that may align with your skills. We wish you the best of luck in your current job search and your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]