

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

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

We are writing to inform you that we have decided to cancel the recruitment for this position at this time due to [internal restructuring / changes in business requirements / budget adjustments]. As a result, we will not be moving forward with any candidates for this specific vacancy.

Please note that this decision is related to the position itself and is not a reflection of your qualifications or performance during the interview process. We were impressed with your background and will keep your resume on file for future opportunities that may align with your skills.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]