

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification Regarding [Job Title] Position

Dear [Candidate 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 formally inform you that [Company Name] has decided to cancel the recruitment for this position at this time. This decision is due to [internal restructuring / changes in budget / shifting business priorities] and is not a reflection of your qualifications or performance during the interview process.

We will keep your resume on file for [Number] months and may contact you if a similar position becomes available in the future. We also encourage you to monitor our careers page for other opportunities that may align with your skills.

We appreciate your patience throughout this process and wish you the best of luck in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]