

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification Regarding [Job Title] Position

Dear [Candidate Name],

Thank you for the time and effort you invested in applying for the [Job Title] position at [Company Name]. We enjoyed learning more about your experience and qualifications.

We are writing to inform you that we have decided to cancel the recruitment process 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 skills or interview performance.

We will keep your resume on file for future opportunities that may align with your background. We encourage you to monitor our careers page for any upcoming openings that may interest you.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]