

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for the time and effort you invested in applying for the [Job Title] position at [Company Name].

We are writing to inform you that we have decided to cancel the recruitment process for this position at this time. Due to [reason: internal restructuring / changes in business needs / budget adjustments], the role is no longer being filled.

Please note that 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 appreciate your interest in [Company Name] and wish you the best of luck in your job search.

Best regards,

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