

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

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

I am writing to inform you that, due to an unexpected company-wide hiring freeze, we have had to cancel the recruitment for this specific role. As a result, we will not be moving forward with any candidates at this time.

Please note that this decision is strictly due to budgetary and organizational changes and is not a reflection of your qualifications or performance during the interview process.

We will keep your resume on file and may reach out should this position reopen or if another role becomes available that matches your background. In the meantime, we wish you the very best in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]