

Subject: Update regarding your application for [Job Title]

Dear [Applicant Name],

Thank you for the time and effort you put into your application 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 role at this time. This decision is due to [internal restructuring / changes in business requirements / budget adjustments] and is not a reflection of your qualifications or performance during the interview process.

We will keep your resume on file for future openings that may match your skills. We encourage you to monitor our careers page for new opportunities in the future.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]