

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

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 inform you that we have decided to cancel the recruitment for this position at this time due to [internal restructuring / changes in business needs / budget adjustments]. As a result, we will not be moving forward with any candidates for this specific vacancy.

Please note that this decision is related to the cancellation of the role itself and is not a reflection of your qualifications or performance during the interview process.

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

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]