

[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 changes in our internal business requirements. As a result, we will no longer be moving forward with any candidates for this specific opening.

Please note that this decision is not a reflection of your qualifications or performance during the interview process. We were impressed with your background and will keep your resume on file for future opportunities that may align with your skills.

We encourage you to monitor our careers page for future openings. We wish you the very best in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]