

Date: [Date]

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

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

I am writing to inform you that [Company Name] has recently implemented a formal hiring freeze. As a result, we have made the difficult decision to put this recruitment process on hold indefinitely and will not be moving forward with any appointments at this time.

Please note that this decision is due to internal structural changes and is not a reflection of your qualifications or performance during the interview process. We were very impressed with your background and the skills you demonstrated.

We will keep your resume on file and may reach out to you should this position reopen or if other suitable opportunities arise in the future. We also encourage you to monitor our careers page for any updates.

Thank you again for your patience and for your interest in our organization. We wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]