Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for the time and effort you invested in applying for the [Job Title] position at [Company Name]. We enjoyed learning more about your background and experience.

I am writing to inform you that [Company Name] has recently decided to implement a company-wide hiring freeze. As a result, we have made the difficult decision to pause recruitment for this role and will not be moving forward with any candidates at this time.

This decision is due to a change in internal corporate strategy 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 to you if the hiring freeze is lifted or if future opportunities that align with your skills become available. We also encourage you to monitor our careers page for future updates.

Thank you for your understanding and for your interest in [Company Name]. We wish you the best of luck in your current job search.

Best regards,

[Your Name]
[Your Title]
[Company Name]