

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the time and effort you invested in your application and the interview process for the [Job Title] position at [Company Name]. We were very impressed with your qualifications and the background you shared with us.

I am writing to inform you that, due to an unexpected organizational budget constraint and a subsequent immediate hiring freeze, we have had to put a hold on filling this position. As a result, we will not be moving forward with any candidates at this time.

Please note that this decision is strictly based on internal financial restructuring and is not a reflection of your skills or performance during the interview process. We were genuinely impressed with your profile.

We would like to keep your resume on file should the budget be reinstated or if a similar position becomes available in the future. We wish you the best of luck in your current job search and your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]