

[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 are writing to inform you that, due to a strategic shift in our business priorities, [Company Name] has implemented an immediate hiring freeze for this specific role. As a result, we have made the difficult decision to cancel the recruitment process for this vacancy at this time.

Please note that this decision is not a reflection of your qualifications or performance during the interview process. We were very impressed with your background and skills.

We will keep your resume on file and may reach out to you if this position or a similar role becomes available once the hiring freeze is lifted. We also encourage you to monitor our careers page for future opportunities.

Thank you for your understanding and for your interest in [Company Name]. We wish you the very best in your professional endeavors.

Sincerely,

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