

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

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

I am writing to inform you that, due to an unexpected company-wide hiring freeze, we have made the difficult decision to put this recruitment process on hold indefinitely. This pause applies to all roles, including essential backfill positions.

Please note that this decision is based on internal corporate restructuring and is not a reflection of your skills, experience, or performance during the interview process. We were very impressed with your background and enjoyed our conversations.

We will keep your resume on file and will reach out to you should the hiring freeze be lifted and the position reopened. In the meantime, we wish you the very best in your current job search.

Thank you for your understanding.

Best regards,

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