

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

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

We are writing to inform you that, due to a change in business priorities, [Company Name] has implemented an indefinite hiring freeze. As a result, we have made the difficult decision to put this recruitment process on hold and will not be moving forward with any candidates at this time.

Please note that this decision is strictly due to internal restructuring and is not a reflection of your skills or performance during the interview process.

We will keep your resume on file and may contact you if the hiring freeze is lifted or if a future opening aligns with your background. We wish you the best of luck in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]