

Date: [Date]

To: [Candidate Name]

Address: [Candidate Address]

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 qualifications.

We are writing to inform you that, due to an internal hiring freeze currently being implemented across the organization, we have made the difficult decision to put this requisition on hold indefinitely. As a result, we will not be moving forward with any pending applications at this time.

Please note that this decision is based on corporate budgetary adjustments and is not a reflection of your skills or interview performance. We were very impressed with your credentials.

We will keep your resume on file should the hiring freeze be lifted or if a similar position becomes available in the future. We also encourage you to monitor our careers page for any updates.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]