

Subject: Update regarding the [Job Title] position

Dear [Client Name],

Thank you for the opportunity to present candidates for the [Job Title] role and for participating in the initial phone screening with [Candidate Name].

After reviewing the feedback from the screening call, we have decided not to move forward with this candidate for your specific requirements at this time. We feel that the candidate's [mention brief reason, e.g., technical experience / salary expectations] does not fully align with the current needs of your team.

We have officially cancelled their progression in the hiring pipeline and have notified the candidate of this decision.

We are currently recalibrating our search based on your feedback and will present a new shortlist of qualified individuals to you by [Date].

Best regards,

[Your Name]

[Your Title]

[Your Company]