

Subject: Update regarding your application - [Company Name]

Dear [Candidate Name],

Thank you for taking the time to speak with us regarding the [Job Title] position. We enjoyed learning more about your background and experience during the phone screening.

I am writing to let you know that we have decided to put this role on hold for the time being due to internal shifts in our hiring priorities. As a result, we will not be moving forward with interviews at this stage.

Please note that this decision is related to our current hiring timeline and not a reflection of your qualifications. We will keep your resume on file and may reach out should the position reopen or if another suitable role becomes available.

We appreciate your interest in [Company Name] and wish you the best in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]