

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to meet with our team on [Date] to discuss the [Job Title] position. We enjoyed learning more about your background and professional experience.

I am writing to inform you that our client has decided to take the search in a different direction regarding the specific requirements and focus of this role. As a result, we will not be moving forward with your application at this time.

Please note that this decision is based on a shift in project scope and is not a reflection of your qualifications or interview performance. We were impressed with your skills and will keep your resume on file should a future opening align more closely with your profile.

We appreciate your interest in this opportunity and wish you the best of luck in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]