

Subject: Update regarding [Job Title] position - [Candidate Name]

Dear [Recruiter Name],

Thank you for presenting [Candidate Name] for the [Job Title] position at [Company Name]. We appreciate the time you took to source and screen this candidate.

I am writing to inform you that we have decided to close the search for this role. We have chosen to fill the position internally with an existing employee whose skills and career goals align closely with the current requirements of the team.

As a result, we will not be moving forward with [Candidate Name] at this time. We will keep their resume on file should a similar role become available in the future.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Title]

[Company Name]