

Subject: Update regarding [Job Title] - [Company Name]

Dear [Recruiter Name],

Thank you for the candidates you submitted for the [Job Title] position. We appreciate the effort you put into sourcing talent for this role.

I am writing to inform you that we have decided to fill this position through an internal promotion. As a result, we will not be moving forward with any external candidates at this time.

We value our partnership with [Agency Name] and will keep your firm in mind for future vacancies that align with your expertise.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Title]

[Your Company]