

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for the time and effort you have invested in the interview process for the [Job Title] position at [Company Name]. We truly appreciated the opportunity to learn more about your skills and experience.

I am writing to provide an update regarding the status of this role. Due to [reason: e.g., a change in internal priorities / budget restructuring / organizational changes], we have made the difficult decision to cancel the recruitment for this position at this time. As a result, we will no longer be moving forward with any candidates.

Please note that this decision is strictly related to the cancellation of the vacancy and is not a reflection of your qualifications or performance during the interview process.

We will keep your resume on file and may reach out if a similar position opens up in the future. We encourage you to keep an eye on our careers page for other opportunities that may interest you.

Thank you again for your interest in [Company Name]. We wish you the best of luck in your job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]