

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name].

We are writing to inform you that the requisition for this position has been closed and we are no longer moving forward with the hiring process for this specific role at this time.

We appreciate the time and effort you put into your application. We will keep your resume on file for future opportunities that align with your skills and experience.

We wish you the best of luck in your current job search.

Best regards,

[Your Name]
[Your Title]
[Company Name]