

Subject: Update regarding your application for [Job Title] - [Company Name]

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].

I am writing to inform you that, due to an internal hiring freeze and shifting business priorities, we have made the difficult decision to put this recruitment process on hold and cancel the current opening.

Please note that this decision is strictly a result of organizational changes and is not a reflection of your skills or performance during the interview process. We were very impressed with your background and the conversations we had.

We would like to keep your resume on file and reach out to you should this position reopen or if another suitable role becomes available in the future. In the meantime, we wish you the very best in your current job search.

Thank you again for your interest in [Company Name].

Best regards,

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