

[Current Date]

[Recipient Name]

[Recipient Title]

[Candidate Name / Agency Name]

[Address]

Subject: Notification of Job Order Withdrawal - [Job Title/Reference Number]

Dear [Recipient Name],

I am writing to formally notify you that we are withdrawing the job order for the position of [Job Title], effective immediately.

Due to [reason for withdrawal, e.g., internal restructuring, budgetary changes, or the position being filled internally], we have decided not to proceed with external recruitment at this time.

We appreciate the time and effort spent on this search. Please cease all recruitment activities related to this specific job order. We will keep your contact information on file should our requirements change or if new opportunities arise in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]