

Subject: Update regarding your application for [Position Name]

Dear [Candidate Name],

Thank you for the time and effort you invested in applying for the [Position Name] role at [Company Name].

We are writing to inform you that we have decided to cancel the recruitment process for this position at this time. This decision is due to [internal restructuring / changes in budget / shifting business priorities] and is not a reflection of your qualifications or performance during the interview process.

We will keep your resume on file for future opportunities that may align with your background. We encourage you to monitor our careers page for any new openings that might interest you.

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

Best regards,

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