

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Update regarding [Job Title] position

Dear [Candidate Name],

Thank you for your interest in the **[Job Title]** position at **[Client Company Name]** and for taking the time to speak with us at **[Recruitment Agency Name]**.

We are writing to inform you that the hiring company has decided to close this search. This is because [the position has been filled / the company has decided to put the role on hold / the project requirements have changed].

While we will not be moving forward with your application for this specific role, we were impressed with your background and skills. We will keep your resume in our database and will contact you if a future opportunity arises that matches your profile.

We wish you the very best in your job search and your professional future.

Best regards,

[Your Name]

[Your Title]

[Recruitment Agency Name]