

Subject: Update regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for the time and effort you have invested in the recruitment process for the [Job Title] position at [Company Name].

We are writing to inform you that we have decided to put the recruitment process for this role on hold for the time being due to [internal changes / shifts in business priorities / budget adjustments].

Please note that this decision is not a reflection of your qualifications or your performance during the interview process. We were impressed with your background and appreciate the interest you have shown in our company.

We will keep your resume on file and may reach out to you if the position reopens or if another role becomes available that matches your profile.

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

Best regards,

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