

Dear [Candidate Name],

Thank you for the time and effort you invested in applying for the [Job Title] position at [Company Name]. We truly appreciated the opportunity to learn more about your experience and qualifications.

We are writing to inform you that we have decided to formally suspend the search for this role at this time due to [optional: changes in internal priorities / shifting business needs]. As a result, we will not be moving forward with any candidates for this position presently.

Please note that this decision is not a reflection of your skills or interview performance. We will keep your resume on file and may reach out to you should this position reopen or if another role becomes available that aligns with your background.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]