

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you have invested in our hiring process thus far.

We are writing to inform you that [Company Name] has decided to implement a temporary hiring freeze, effective immediately. As a result, we have put the recruitment process for this position on hold.

Please note that this decision is due to [internal restructuring / budget adjustments / changing business needs] and is not a reflection of your qualifications or performance during the interview process. We were very impressed with your background and the skills you shared with us.

We will keep your application on file and will reach out to you directly if the position reopens or if a similar vacancy becomes available in the future. In the meantime, we encourage you to continue checking our careers page for any updates.

Thank you for your understanding and for your interest in joining our team.

Best regards,

[Your Name]

[Your Title]

[Company Name]