

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position and for the time you invested in the application process through [Agency Name].

We are writing to inform you that we have decided to put a temporary freeze on hiring for this specific role due to internal restructuring and a shift in our current business priorities. As a result, we will not be moving forward with any placements at this time.

Please note that this decision is not a reflection of your qualifications or performance during the interview process. We were impressed with your background and will keep your details on file should the freeze be lifted or if a similar position becomes available in the future.

We wish you the best of luck in your current job search.

Best regards,

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