

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the time and effort you invested in the interviewing process for the [Job Title] position. We enjoyed learning more about your background and experience.

I am writing to inform you that we are unable to move forward with your candidacy at this time. Our client has recently implemented a company-wide hiring freeze that has impacted this specific role. As a result, the recruitment process for this position has been suspended indefinitely.

Please note that this decision is strictly due to the change in the client's budgetary mandates and is not a reflection of your qualifications or performance during the interviews.

We will keep your resume on file and will reach out to you should the hiring 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.

Sincerely,

[Your Name]

[Your Title]

[Company Name]