

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you invested in our executive search process.

I am writing to formally notify you that [Company Name] has decided to suspend the search for this role effective immediately. Due to [Reason: internal restructuring / changes in strategic priorities / budgetary shifts], we will not be moving forward with any candidates at this time.

As a result of this suspension, we are closing your current application. While your professional background and leadership experience are impressive, we will not be proceeding to the next stage of the hiring process.

We will keep your credentials in our executive talent database should a similar role align with your profile in the future. We wish you continued success in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]