

Subject: Update regarding your application for [Job Title] - [Company Name]

Dear [Candidate Name],

Thank you for your time and for participating in the final interview stage for the [Job Title] position at [Company Name]. We truly enjoyed meeting with you and learning more about your background and expertise.

I am writing to share an update regarding the status of this role. Due to unexpected internal changes, [Company Name] has implemented a temporary hiring freeze. As a result, we have made the difficult decision to pause the recruitment process for this position effective immediately.

Please note that this decision is not a reflection of your performance or qualifications. We were very impressed with your candidacy and the value you could bring to our team.

We will keep your information on file and will reach out to you directly if the hiring freeze is lifted or if the position becomes available again in the future. We also encourage you to monitor our careers page for any future openings that may align with your skills.

Thank you for your patience and understanding throughout this process. We wish you the very best in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]