

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in joining [Company Name] and for submitting your application for the [Job Title] position.

We are writing to inform you that we have decided to place a temporary freeze on hiring for this role due to changes in our current business requirements. As a result, we will not be moving forward with any applications at this time.

Please note that this decision is not a reflection of your qualifications or experience. We were impressed with your background and will keep your resume on file should our hiring status change or if a future opening aligns with your skills.

We appreciate the time and effort you put into your application. We wish you the best of luck in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]