

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for the time and effort you invested in interviewing for the [Job Title] position at [Company Name]. We were very impressed with your qualifications and background.

I am writing to inform you that, due to unexpected internal changes, [Company Name] has decided to implement an immediate recruitment freeze. As a result, we have put the hiring process for this position on hold indefinitely and will not be moving forward with any appointments at this time.

Please note that this decision is strictly due to budgetary and organizational shifts and is not a reflection of your performance during the interview process. We will keep your resume on file and may reach out to you should the hiring freeze be lifted or if a similar position becomes available in the future.

Thank you for your understanding and for your interest in our organization. We wish you the very best in your current job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]