

Subject: Important Update Regarding Your Application - [Company Name]

Dear [Candidate Name],

Thank you for your patience and for the interest you have shown in joining [Company Name].

We are writing to provide you with an update regarding our current hiring process. Due to [reason: recent organizational changes / a shift in business priorities], our company has implemented a temporary hiring freeze. As a result, we have paused recruitment for the [Job Title] position at this time.

Please note that this decision is not a reflection of your qualifications or your performance during the interview process. We were very impressed with your background and would like to keep your profile in our talent pool.

We will keep your application on file and will reach out to you directly as soon as the hiring freeze is lifted and we are ready to resume the recruitment process for this role.

Thank you again for your understanding and for your interest in [Company Name]. We wish you the best in your current endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]