

Subject: Update regarding your application for [Role Name]

Dear [Candidate Name],

Thank you for the time and effort you invested in the interview process for the [Role Name] position with our client, [Client Company Name].

We are writing to inform you that the client has decided to cancel this recruitment process and the role is no longer being filled at this time. This decision is due to a change in their internal requirements and is not a reflection of your qualifications or performance during the interviews.

The client expressed their appreciation for your interest and was impressed with your background. We will keep your profile in our database and will reach out should a similar opportunity that aligns with your skills become available in the future.

We wish you the very best in your current job search and professional endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Your Agency Name]