

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We enjoyed meeting with you and learning more about your background.

I am writing to inform you that we will not be moving forward with this placement at this time. Due to a change in business requirements, the project associated with this role has been cancelled. As a result, the position is no longer available.

Please note that this decision is strictly based on the cancellation of the project and is not a reflection of your qualifications or interview performance.

We will keep your resume on file for future opportunities that may align with your skills. We wish you the best of luck in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]