

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Update regarding [Project Name] and your application for [Job Title]

Dear [Candidate Name],

Thank you for the time and effort you invested in the interview process for the [Job Title] contract position with [Company Name]. It was a pleasure learning more about your skills and experience.

I am writing to inform you that, due to unforeseen internal changes, the project for which this role was intended has been cancelled. As a result, we will no longer be moving forward with hiring for this position at this time.

Please note that this decision is strictly based on the cancellation of the project and is not a reflection of your qualifications or performance during the interview process. We were very impressed with your background and will keep your information on file should a similar opportunity arise in the future.

We appreciate your interest in [Company Name] and wish you the best of luck in your current endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]