

Subject: Updates on Recruitment Timeline

Dear [Candidate's Name],

I hope this message finds you well. We would like to inform you about some adjustments to the recruitment timeline for the [Job Title] position you have applied for at [Company Name].

Due to [reason for the adjustment, e.g., unexpected circumstances, addition of new interview rounds, etc.], we are modifying the recruitment schedule as follows:

- **Initial Screening:** [New date]
- **Interviews:** [New dates]
- **Final Decisions:** [New date]

We understand that changes can be inconvenient, and we appreciate your flexibility as we navigate this process. We are committed to keeping you updated and providing a fair opportunity for all candidates.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]