

# Termination of Recruitment Process

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you invested in the recruitment process. After careful consideration, we regret to inform you that we have decided to discontinue the recruitment process for this position.

This decision was not easy, as we had many qualified candidates. We appreciate your interest in our company and encourage you to apply for future opportunities that align with your skills and experience.

We wish you the best in your job search and future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Phone: [Your Phone Number]

Email: [Your Email]