

Withdrawal of Job Vacancy

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that we have decided to withdraw the job vacancy for the position of [Job Title] that was posted on [Posting Date].

After careful consideration, we have determined that it is in the best interest of our organization to revise our hiring strategy and reassess our staffing needs.

I want to express my gratitude for the interest you have shown in our company and the time you invested in the application process. We greatly appreciate your understanding and wish you all the best in your job search.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]