

Dear [Candidate's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in our recruitment process regarding the [Job Title] position you applied for.

We understand that waiting for an update can be frustrating, and we appreciate your patience and understanding during this time. The selection process has taken longer than we anticipated due to [brief reason for the delay, e.g., "internal restructuring" or "high volume of applications"], and we regret any inconvenience this may have caused you.

We are still in the process of reviewing applications and conducting interviews, and we are committed to keeping you informed throughout this journey. We expect to provide an update by [specific date].

Thank you once again for your interest in joining our team and for your patience as we work through this process. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]
[Contact Information]