

Subject: Update on Your Application Status

Dear [Candidate's Name],

Thank you for your interest in the [Position Title] at [Company Name]. We appreciate the time you invested in the interview process and your patience during our decision-making period.

We want to inform you that the hiring decision has been delayed due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, need for additional evaluations]. We understand that waiting can be difficult, and we are working diligently to ensure that the decision is made as soon as possible.

We expect to have an update for you by [provide a specific timeframe, if possible]. Thank you for your understanding and continued interest in joining our team.

If you have any questions or need further information, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]