

Candidate Hiring Pause Notification

Dear [Candidate's Name],

We hope this message finds you well. We want to express our sincere gratitude for your interest in the [Job Title] position at [Company Name] and for the time you dedicated to the interview process.

We are writing to inform you that, due to unforeseen circumstances, we have decided to pause our hiring process for this position temporarily. This decision was not made lightly, and we appreciate your understanding during this time.

We will keep your application on file and notify you as soon as the hiring process resumes. We value the effort you put into your application and would like to encourage you to consider future opportunities with us.

Thank you once again for your interest in joining [Company Name]. If you have any questions or need further clarification, please do not hesitate to reach out.

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