

Subject: Adjustment to Recruitment Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an adjustment to the recruitment timeline for the [Position Title] position.

Due to [reason for adjustment], we have decided to extend the recruitment process by [new timeline specifics]. This means that the new deadlines for applications and interviews will now be as follows:

- Application Deadline: [New Date]
- Interview Period: [New Start Date] to [New End Date]
- Final Decision Date: [New Date]

We appreciate your understanding and flexibility during this time. Should you have any questions or need further clarification, please feel free to reach out to me directly.

Thank you for your continued interest in joining our team.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]