

Notice of Recruitment Process Termination

Date: [Insert Date]

Dear [Candidate's Name],

We hope this message finds you well. We want to thank you for your interest in the [Position Title] at [Company Name] and for the time and effort you invested throughout the recruitment process.

After careful reassessment of the position and our current needs, we regret to inform you that we will be terminating the recruitment process for the [Position Title]. This decision was not made lightly, as we have given thorough consideration to our team's goals and the future direction of the company.

We appreciate your understanding and thank you once again for your interest in joining [Company Name]. We encourage you to keep an eye on our careers page for future opportunities that may align with your skills and experience.

Wishing you the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]