

Recruitment Process Termination Notice

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Address: [Insert Candidate Address]

Dear [Insert Candidate Name],

We hope this message finds you well. We are writing to inform you that, regrettably, we must terminate the recruitment process for the [Insert Job Title] position for which you were being considered.

Despite our efforts to connect and schedule further discussions, we have not been able to reach you for an extended period. Consequently, we believe it is in the best interest of both parties to formally conclude this process.

We appreciate the interest you have shown in our company and thank you for the time you invested. If circumstances change in the future, we would welcome the opportunity to consider your application again.

Wishing you success in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]