

Termination of Recruitment Process

Date: [Insert Date]

Dear [Candidate's Name],

We appreciate your interest in the [Job Title] position at [Company Name]. After careful consideration, we regret to inform you that we are terminating the recruitment process for this position due to organizational changes within our company.

This decision was not made lightly, and we are grateful for the time and effort you invested in your application and interviews. We encourage you to check back in the future for other opportunities that may align with your skills and experience.

Thank you once again for your interest in joining our team. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]