

Notice of Recruitment Process Termination

Date: [Insert Date]

Dear [Candidate's Name],

We hope this message finds you well. We would like to inform you that due to recent updates to our company policies, we have decided to terminate the current recruitment process for the [Job Title] position.

We appreciate the time and effort you have dedicated to the application and interview process. Unfortunately, the updates necessitate a reevaluation of our hiring strategy, and we cannot proceed with your application at this time.

We encourage you to keep an eye on our careers page for future opportunities that may align with your skills and experience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]