

Termination of Recruitment Process

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We hope this message finds you well. We would like to extend our sincere appreciation for your interest in the [Job Title] position at [Company Name] and for the time and effort you invested during our recruitment process.

Due to recent adjustments in our strategic direction, we have made the difficult decision to halt our current recruitment efforts for this position. This decision was not made lightly and reflects our evolving organizational priorities.

We greatly value the talent and potential you bring, and we encourage you to apply for future openings that align with your skills and career aspirations.

Thank you once again for your interest in [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]