

Termination of Recruitment Process

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for your interest in the [Position Title] position at [Company Name]. We appreciate the time and effort you invested in the recruitment process.

After careful consideration and feedback from our team, we regret to inform you that we will be terminating your candidacy for this position due to unsatisfactory candidate feedback. This decision was not made lightly, and we value the contributions and skills you brought to the interview process.

We encourage you to apply for future opportunities with [Company Name] that may align better with your qualifications. Please feel free to reach out if you have any questions or need further feedback regarding your application.

Thank you once again for your interest in our company. We wish you all the best in your job search.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]