

Recruitment Process Termination Notice

Date: [Insert Date]

To: [Candidate's Name]

[Candidate's Address]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your application for the [Job Title] position at [Company Name].

Due to unforeseen circumstances, we regret to inform you that we have had to terminate the recruitment process for this position. This decision was not made lightly, and we appreciate the time and effort you invested in your application and interview process.

We would like to thank you for your interest in joining our team, and we encourage you to apply for future openings that match your skills and experience.

Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]