

2 Email Template to Inform Candidate That the Role Is Temporarily Paused

Email Template: Role Paused Due to Internal Restructuring

Subject: Update on Your Application for [Job Title] at [Company Name]

Dear [Candidate Name],

I hope this email finds you well.

I'm writing to provide an update on your application for the [Job Title] position at [Company Name]. Due to some internal restructuring, we've temporarily paused the hiring process for this role.

This wasn't an easy decision, and I want to assure you that this pause isn't a reflection of your qualifications or our interest in you. We were very impressed with your background and experience.

What does this mean for you?

- Your application is still on file.
- We will revisit this role in [timeframe, e.g., 'the next quarter', 'approximately 2 months'].
- We'll be sure to reach out to you again at that time with an update.

In the meantime, please feel free to connect with me on LinkedIn [link to your LinkedIn profile].

Thank you again for your interest in [Company Name]. We appreciate you taking the time to apply.

Sincerely,

[Your Name] [Your Title] [Company Name]

Email Template: Role Paused for Strategic Review

Subject: Update on Your Application for [Job Title] at [Company Name]

Dear [Candidate Name],

Thank you again for your interest in the [Job Title] position at [Company Name] and for taking the time to interview with our team. We truly appreciate you sharing your experience and qualifications with us.

We're writing to inform you that we've temporarily paused the hiring process for this role as we conduct a strategic review to ensure alignment with our evolving business priorities. This pause allows us to thoughtfully assess our needs and ensure we're moving forward in the best way possible.

We understand this news may be disappointing, and we sincerely apologize for any inconvenience it may cause. We value your interest in [Company Name] and want to keep you informed.

- We will provide an update on the status of the [Job Title] role by [Date].
- In the meantime, please feel free to reach out if you have any questions.

Thank you for your understanding. We will be in touch soon.

Sincerely,