

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to submit your application.

After carefully reviewing your qualifications, we regret to inform you that we will not be moving forward with your candidacy at this time. Our selection criteria for this specific role requires candidates to possess [Name of Required Certification(s)]. As your application did not indicate that you currently hold these credentials, we are unable to proceed with your application.

We appreciate the time you invested in applying to [Company Name]. We encourage you to apply for future openings that match your qualifications or to reach out again once you have obtained the necessary certifications.

We wish you the best of luck in your job search and professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]