

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification Regarding Your Application for [Job Title]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for participating in our recruitment process.

We are writing to inform you that we will not be moving forward with your application at this time. This decision was reached following our standard background verification process, which identified significant discrepancies regarding your documented employment history that could not be reconciled.

Our company policy requires consistent and accurate representation of professional experience to ensure the integrity of our hiring process.

We appreciate the time you took to apply and wish you success in your future career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]