

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Employment 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 interview process.

We are writing to inform you that we have decided not to move forward with your application at this time. This decision was reached after completing our background and reference check process.

Please note that our offer of employment was contingent upon the successful completion of these checks, and the information received did not meet our current requirements for this specific role.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]