

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

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

We are writing to inform you that we have decided to move forward with another candidate for this position. This decision was made following our standard background and reference check process.

Specifically, the information received during our reference inquiries did not sufficiently meet the requirements for this particular role. As a result, we are unable to proceed with your application at this time.

We appreciate your interest in our company and wish you success in your future career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]