

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Employment Application Update - [Job Title]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position with [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 candidacy at this time. This decision follows the completion of our professional reference verification process. Please be advised that the information obtained during this stage did not meet the requirements necessary for employment in this specific role.

This decision is final for this current opening. We will keep your resume on file for future opportunities that may better align with your background and our organizational needs.

We appreciate the time you invested in our application process and wish you success in your job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]