

Subject: Update on your application for [Job Title]

Dear [Candidate Name],

Thank you for giving us the opportunity to consider you for the [Job Title] position and for participating in our interview process.

I am writing to inform you that we have decided not to move forward with your candidacy at this time. This decision was made following the completion of our reference verification process.

We appreciate the time and effort you invested in applying to [Company Name]. We will keep your resume on file for future opportunities that may be a better match.

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

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]