

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Application for [Job Title] - Incomplete Submission

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name].

Upon reviewing your application, we noted that your submission is incomplete. Specifically, the following required item(s) were missing:

- [List missing item, e.g., Updated Resume]
- [List missing item, e.g., Cover Letter]
- [List missing item, e.g., Portfolio/Certifications]

As per our hiring policy, we only review applications that include all requested documentation. Therefore, we are unable to move forward with your candidacy at this time.

If you are still interested in this role, you are welcome to re-submit a complete application package via [Link or Email Address] before the closing date of [Closing Date].

We appreciate your interest in [Company Name] and wish you the best in your job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]