

Dear [Candidate Name],

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

We are writing to inform you that we have decided not to move forward with your application at this time. Our hiring process requires the successful verification of professional references. As we did not receive the requested references within the specified timeframe, we are unable to complete our evaluation of your candidacy.

We appreciate the time you invested in our recruitment process and wish you the best of luck in your job search and future professional endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]