

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for participating in our recruitment process.

We are writing to inform you that we are unable to move forward with your candidacy at this time. This decision was made because the background information provided was incomplete or could not be fully verified within the required timeframe.

As stated during the application process, a complete and verifiable background check is a mandatory requirement for employment with our organization.

We appreciate the time you invested in applying and wish you the best in your future career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]