

Date: [Date]

To: [Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Adverse Action Regarding Your Application

Dear [Applicant Name],

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

After a careful review of your application and employment history, we regret to inform you that we have decided not to move forward with your candidacy at this time.

Specifically, our decision was based on your history of frequent job changes within a short period. Our current business needs require a candidate who can demonstrate long-term stability and a consistent commitment to a single role, as we are looking for someone to grow with the company over an extended duration.

We appreciate your professional experience and the skills you shared with us. We will keep your resume on file for future opportunities that may better align with our staffing requirements.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]