

[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

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 meet with us.

After a thorough review of your application and background, we regret to inform you that we have decided not to move forward with your candidacy at this time. This decision was based, in part, on our current requirements regarding consistent employment longevity. Specifically, your recent employment history reflects a pattern of short-term stays that does not align with our current needs for long-term role stability.

If a consumer reporting agency was used to provide information contributing to this decision, you will find their contact information enclosed/below. You have the right under the Fair Credit Reporting Act to obtain a free copy of the report from that agency within 60 days and to dispute the accuracy or completeness of any information in it.

[Consumer Reporting Agency Name]
[Agency Address]
[Agency Phone Number]

Please note that the reporting agency did not make the decision to take this adverse action and is unable to provide the specific reasons why the action was taken.

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

Sincerely,

[Your Name/Hiring Manager Name]
[Your Title]
[Company Name]