

[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 interview with us.

We are writing to inform you that we are unable to move forward with your application at this time. This decision was made based, in whole or in part, on information regarding your employment history. Specifically, your background check or application materials indicated an unstable employment history that does not meet our current requirements for this role.

If a consumer reporting agency was used to provide information for this decision, their details are listed below:

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

Please note that the consumer reporting agency did not make the decision to take this adverse action and is unable to provide the specific reasons why the adverse action was taken. Under the Fair Credit Reporting Act (FCRA), you have the right to obtain a free copy of your report from the agency if you request it within 60 days. You also have the right to dispute the accuracy or completeness of any information in the report.

We wish you the best of luck in your future career endeavors.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]