

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Adverse Action Regarding Your Application for Employment

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time you took to interview with us and provide information regarding your professional background.

We are writing to formally notify you that we have decided not to move forward with your application at this time. This decision was based, in part, on the significant and unexplained gaps in your employment history as presented in your [resume/application].

Our current hiring criteria require a consistent professional record or specific documentation regarding periods of unemployment to ensure the continuity of experience necessary for this role.

If you believe there has been an error or if there is additional context regarding your employment timeline that you wish to provide for our records, you may contact [Contact Name/Department] at [Phone Number/Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]