

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 [Company/Organization Name]. We are writing to inform you that we are unable to move forward with your application at this time.

This decision was made based on a review of the information provided in your General Application Form. Specifically, we have identified material misrepresentations or inconsistencies regarding the following section(s):

- [Specify section, e.g., Employment History]
- [Specify section, e.g., Educational Credentials]
- [Specify section, e.g., Certifications/Licensing]

Our policy requires that all information submitted during the application process be accurate and complete. Because the information provided was found to be inaccurate, we are rescinding your candidacy for this position.

If you believe there has been an error or if you wish to provide additional clarification regarding these discrepancies, you may contact our Human Resources department in writing within [Number] business days of receiving this letter.

We wish you the best in your future professional endeavors.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Organization Name]