

Date: [Insert Date]

Subject: Employment Verification and Notice of Incomplete Application

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We have received your application materials; however, we are unable to proceed with the review process at this time as your application is currently incomplete.

To move forward with your candidacy, please provide the following missing information:

- [Specific Missing Item 1, e.g., Signed Background Check Consent]
- [Specific Missing Item 2, e.g., Updated Resume]

Additionally, we require official **Employment Verification** for your previous roles. Please provide the contact details for the HR departments of your former employers or submit official documentation (such as pay stubs or an employment verification letter) that confirms your previous job titles and dates of employment.

Please submit the requested information to [Email Address/Portal Link] by [Deadline Date]. Failure to provide these documents may result in the withdrawal of your application from consideration.

If you have any questions regarding this request, please contact the Hiring Department at [Phone Number].

Sincerely,

[Your Name]
[Your Title]
[Company Name]