

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Incomplete Application - Missing Employment Verification

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name].

We have reviewed your application and found that it is currently incomplete. We are missing the required employment verification for the following previous employer(s):

- [Employer Name 1]
- [Employer Name 2]

To continue with the recruitment process, please provide one of the following documents:

- A formal signed letter from your previous HR department.
- Recent pay stubs covering the start and end dates of your tenure.
- Contact information for a supervisor authorized to verify your employment.

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

If you have already sent this information or have questions regarding this request, please contact us at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]