

[Date]

[Candidate Name]

[Address Line 1]

[Address Line 2]

Subject: Notice of Action - Incomplete Employment History

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position with [Company Name]. We have finished the initial review of your application materials.

At this time, we are unable to move forward with your candidacy because your employment history is incomplete. Specifically, we require further information regarding the following:

- [List specific gap or missing information, e.g., Missing dates for Company X]
- [List specific gap or missing information, e.g., Unexplained 6-month gap between 2021-2022]

To keep your application active, please provide the missing information or an updated resume by [Deadline Date]. You can submit these details by replying directly to this email or via our application portal.

If we do not receive the requested information by the date mentioned above, we will assume you no longer wish to be considered for this role, and your application will be withdrawn.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]