

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Subject: Notice of Incomplete Application - Employment Verification Required

Dear [Insert Applicant Name],

Thank you for your interest in the [Insert Job Title] position at [Insert Company Name]. We have reviewed your application materials; however, we are unable to proceed at this time because your employment history remains unverified.

Specifically, we require further information or documentation regarding the following period(s) or employer(s):

[Insert Specific Missing Information or Employer Names]

To keep your application active, please provide one or more of the following within [Insert Number] business days:

- Updated contact information for previous supervisors or HR departments.
- Copies of past W-2 forms or pay stubs (with sensitive information redacted).
- An official employment verification letter from your previous employer.

Failure to provide this information by [Insert Deadline Date] will result in the closure of your application file.

Please submit the requested documents via email to [Insert Email Address] or upload them to our application portal.

Sincerely,

[Insert Name]

[Insert Title]

[Insert Company Name]