

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Incomplete Application - Outstanding Employment Verification

Dear [Applicant Name],

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

Upon reviewing your application materials, we noticed that your employment verification is currently incomplete. Specifically, we require the following information or documentation to move forward with your candidacy:

- [Specify missing item, e.g., Contact information for previous supervisor]
- [Specify missing item, e.g., Signed authorization form for background check]
- [Specify missing item, e.g., Proof of employment for the period of 20XX-20XX]

Please provide the requested information by [Deadline Date] to ensure your application remains under consideration. You may submit these details by replying to this email or uploading them via our applicant portal.

If we do not receive the outstanding information by the date mentioned above, we will be unable to process your application further at this time.

If you have already sent this information or have any questions regarding this request, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]