

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Incomplete Application - Employment Verification Required

Dear [Applicant Name],

Thank you for your interest in employment with [Company Name]. We have received your application for the position of [Job Title].

Upon reviewing your submission, we found that your application is currently incomplete. We require further employment verification to move forward with the hiring process. Specifically, we need the following information:

- [Specific Requirement 1, e.g., Contact information for previous supervisor]
- [Specific Requirement 2, e.g., Signed authorization for release of records]
- [Specific Requirement 3, e.g., Missing dates of employment for XYZ Company]

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 career portal.

If we do not receive this information by the date specified above, we will assume you are no longer interested in this position and your application will be closed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]