

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Incomplete Application - Unverified Employment History

Dear [Applicant Name],

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

Upon reviewing your application materials, we found that we are unable to proceed with your candidacy at this time because your employment history remains unverified. Specifically, we require additional information or documentation regarding the following period(s):

[List specific dates or employers that require verification]

To keep your application active, please provide one or more of the following by [Deadline Date]:

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

Please submit these documents to [Email Address/Submission Portal]. Failure to provide this information by the date mentioned above will result in your application being marked as incomplete and removed from further consideration.

If you have any questions, please contact the Human Resources department at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]