

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Application Status - [Job Title]

Dear [Candidate Name],

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

We are writing to inform you that we are unable to proceed with your registration at this time as your application is incomplete. Specifically, the following information or documentation was missing:

- [List missing item, e.g., Updated Resume]
- [List missing item, e.g., Professional Certifications]
- [List missing item, e.g., References]

Due to the high volume of applicants, we only review completed profiles that meet all submission requirements. As a result, your application has been declined for this specific opening.

We encourage you to complete your profile and apply for future positions that match your qualifications once you have the necessary documentation ready.

We wish you the best of luck in your job search.

Sincerely,

[Your Name/Department Name]

[Company Name]