

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to submit your application.

After reviewing your materials, we noticed that the required portfolio details or work samples were missing from your submission. As a portfolio is a mandatory requirement for this role to evaluate technical skills and creative output, we are unable to move forward with your application at this time.

We appreciate the time you invested in applying to [Company Name] and wish you the best of luck in your job search and future professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]