

[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for participating in our recruitment process.

We are writing to inform you that we are unable to move forward with your application at this time. This decision was made following our mandatory background check process, as we were unable to successfully verify the required professional certifications listed in your application.

As stated in our hiring policy, valid certification is a prerequisite for this role. Because the verification process could not be completed to our satisfaction, we have decided to withdraw our offer of employment/discontinue your candidacy.

If you believe there has been an error in the verification report, please contact [Department Name/Contact Person] at [Phone Number/Email] within [Number] business days.

We appreciate the time you took to apply and wish you success in your future professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]