

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification Regarding Your Application for [Job Title]

Dear [Candidate Name],

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

As part of our standard hiring procedure, we perform a verification of all professional certifications and credentials required for this role. We are writing to inform you that we were unable to successfully verify the following certification(s) provided in your application:

[Name of Certification]

Because this certification is a mandatory requirement for the position, we are unable to move forward with your candidacy at this time. Consequently, we have decided to rescind our offer of employment / withdraw your application from further consideration.

If you believe there has been an error in the verification process or if you can provide additional documentation from the issuing body to clear this discrepancy, please contact our HR department at [Phone Number/Email] within [Number] business days.

We appreciate the time you invested in the application process and wish you the best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]