

Date: [Insert 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]. We have completed the verification process regarding the required certifications for this role.

We are writing to inform you that we are unable to move forward with your application at this time. Our hiring policy requires all candidates to successfully pass a certification check to ensure they meet the mandatory professional standards for this position. Unfortunately, the results of your check did not meet the necessary requirements.

As a result, we have rescinded our conditional offer of employment, effective immediately.

If you believe there has been an error in the reporting of your certification status, we encourage you to contact [Name of Certification Board/Verification Agency] directly to resolve the matter.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]