

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Professional Verification Results

Dear [Candidate Name],

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

As part of our standard hiring process, we perform a verification of all professional licenses and certifications required for this role. We are writing to inform you that we were unable to successfully verify the following credential(s):

**[Name of License/Certification]**

Due to our inability to confirm the validity or current status of these required credentials, we are unable to move forward with your application at this time. Consequently, we are rescinding our conditional offer of employment, effective immediately.

If you believe there has been an error in the verification process or if you can provide additional documentation from the issuing authority, please contact [Contact Name/Department] at [Phone Number/Email] within [Number] business days.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]