

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification Regarding Professional Certification Verification

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 certifications required for this role. We are writing to inform you that we were unable to successfully verify the following credential(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 are withdrawing our offer of employment [or: "closing your application file"].

If you believe there has been an error in the verification process or if you can provide official documentation from the issuing body to clear this discrepancy, please contact us within [Number] business days.

We wish you the best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]