

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

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

I am writing to inform you that we are unable to move forward with your application at this time. Our decision is based on the fact that we were unable to successfully verify the professional or academic qualifications required for this role during our standard background check process.

We appreciate the time you took to apply. We wish you the best of luck in your future career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]