

[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 conduct a thorough verification of educational and professional credentials. We are writing to inform you that we are unable to move forward with your candidacy at this time because we were unable to successfully verify certain credentials provided in your application materials.

As a result, we have decided to rescind our offer of employment (if applicable) or discontinue your application process, effective immediately.

We appreciate the time you invested in the interview process and wish you success in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]