

[Date]

[Candidate 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 recent interview process.

We are writing to inform you that we will not be moving forward with your application at this time. This decision was made following reports regarding the nature of your interactions with [Client Name/Representative] on [Date].

At [Company Name], we prioritize maintaining a professional and respectful environment for our clients and partners. Unfortunately, the behavior reported does not align with our company standards and core values regarding professional conduct.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]