

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notice of Removal from Application Process

Dear [Candidate Name],

We are writing to formally notify you that [Company Name] has decided to remove your candidacy from further consideration for the [Job Title] position, effective immediately.

This decision was made following [specific incident or behavior, e.g., your recent communication on Date / your conduct during the interview on Date]. We maintain a professional standard for all interactions during our recruitment process, and we feel that the behavior displayed is not aligned with our company values or workplace expectations.

As a result, your application has been closed and you will no longer be considered for current or future opportunities with our organization.

Regards,

[Your Name]

[Your Title]

[Company Name]