

Dear [Candidate Name],

Thank you for your interest in the [Position Title] position at [Company Name] and for the time you invested in our selection process.

As part of our standard hiring procedures, we conduct a background check on all potential employees to ensure compliance with company policies and to maintain the safety and integrity of our organization. After careful consideration, we regret to inform you that we will not be moving forward with your application, as the outcome of the background screening did not meet the requirements for employment at [Company Name].

Please understand that this decision is based solely on the results of the background check and is not a reflection of your overall qualifications or character. We are committed to confidentiality and compliance with all applicable legal guidelines throughout this process.

If you have any questions about this decision or would like more information about our policies, please feel free to contact our Human Resources department.

Thank you again for your interest in [Company Name], and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]