

# Disqualification Notice

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

Dear [Applicant's Name],

We would like to thank you for your interest in the [Position Title] position at [Company Name] and for the time you invested in the application process.

After careful consideration, we regret to inform you that, unfortunately, you have not been selected to move forward in the hiring process. This decision was based on [brief reason for disqualification, e.g., qualifications, skills, or experience not meeting the criteria].

We appreciate your interest in our company and encourage you to apply for future openings that align with your experience and skills.

Thank you once again for your application. We wish you all the best in your job search.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Email Address]