

# Termination of Recruitment Process

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you that, after careful consideration, we have decided to terminate your participation in the recruitment process for the position of [Job Title] due to non-compliance with our guidelines.

As outlined in our application and recruitment policies, it is essential for all candidates to adhere to the established guidelines to ensure a fair and efficient process. Unfortunately, your actions indicated a deviation from these protocols.

We appreciate the time and effort you invested in your application, and we encourage you to consider future opportunities with our organization when you are comfortable with our requirements.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]