NOTICE OF DECISION

November 3, 2026

Alex Example
Home mailing address in another state

Dear Alex Example,

After reviewing the application and any response, we have decided not to move forward with the Example role position. After thorough consideration, we have chosen to move forward with a candidate whose product-management experience in payments infrastructure more closely aligns with the specific requirements of this role.

Consumer reporting agency and your rights

Our decision was based at least in part on information in a consumer report. The agency that supplied it is Example Reporting Agency, Example agency address, telephone (800) 555-0100. Website: https://example.org. The reporting agency did not make our decision and cannot give you the specific reasons for it. You may request a free copy of the report from the reporting agency within 60 days after receiving this notice. You may dispute the accuracy or completeness of its information directly with the reporting agency.

Credit score used in the decision

Numerical score: 610. Model range: 300-850. Date created: October 1, 2026. Score or credit-file provider: Example score provider. The source identified the following adverse factors, in order of impact:

Agency factor one Agency factor two

We were genuinely impressed by your analytical depth and the care you brought to our case study. The panel appreciated your thoughtful answers.

Sender

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example, Director of Talent
Example Office
Example office address

Employment-Rejection-Letter • Document.com • SAMPLE