

Notification of Ineligible Employment Status

Date:

To:

From:

Subject: Notification of Ineligible Employment Status

Dear ,

We regret to inform you that, after reviewing your employment documents and eligibility status, you have been determined to be **ineligible for employment** with our organization at this time. This decision is based on the following reason(s):

If you believe this determination is in error or if you have additional documentation to support your eligibility, please contact our Human Resources department as soon as possible.

Sincerely,

Human Resources Department