

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notification of Blacklisting

We regret to inform you that due to [reason for blacklisting, e.g., violation of company policies, misconduct], you have been placed on our blacklist effective immediately.

As a result of this action, you will no longer be eligible for rehire at [Company Name] and any future applications will be rejected.

Please note that this decision was made after careful consideration and follows our established protocols.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]