

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Applicant's Name]
[Applicant's Address]
[City, State, Zip Code]

Dear [Applicant's Name],

Subject: Application Status Notification

I hope this letter finds you well.

Thank you for your recent application for the [Position Title] at [Your Company]. We appreciate your interest in joining our team.

After careful consideration, we regret to inform you that your application has not been successful due to reasons that have resulted in your current blacklisted status. This decision is based on [briefly state reason if appropriate, e.g., company policy, past incidents].

We encourage you to seek opportunities that align better with your qualifications and experience. Thank you once again for your interest in [Your Company].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]