

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notification of Employment Status

We are writing to inform you that, as of [Effective Date], you have been placed on the blacklist due to [brief reason for blacklisting, e.g., violation of company policy, misconduct, etc.].

This decision has been made after careful consideration and in accordance with our company policies. As a result, you will no longer be eligible for rehire and any potential employment opportunities within our organization have been rescinded.

Should you have any questions or require further clarification regarding this decision, please feel free to contact [HR Representative's Name] at [HR Representative's Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]