



# Sending a Rejection Letter

## For Reviewers and Approvers Only

### Generate a Rejection Letter

1. In the **Rejection Comments** panel complete the **Reject to Applicant Comments** section

**Note:** Comments should be specific so the applicant knows what to correct.

2. Select the **Save Changes** button

Department of Technology (ID:1648) e-QIP

Request Detail

Messages

- e-QIP successfully assigned request ID "73326" to User: "Stevens, Natalie (-)".

Review Request

Review applicant data and Release or Reject with comments.

Links

- Compact Copy [Web Page]
- Review Copy [Web Page]
- Archival Copy [PDF]
- Rejection Letter [Web Page]

Rejection Comments

Reject to Applicant Comments: Please explain the gap in employment history.

Agency Comments

Save Changes Reject to Applicant Release to Approver

Request Information

Request ID: 73326

ISP / Form: OPI OIGIS / SF85 (1995-09)

Initiating Agency: Department of Technology (ID:1648)

Status in this Agency: Pending Agency Review (PRVW)

Days Until Termination: 90

Applicant Information

Social Security Number: 000-22-1234

Full Name: Abbott, Jack (NMN)

Date of Birth: 07/12/1967

Place of Birth: Santa Monica, CA

Email Address: jabbot@jaboo.com

Request History

Request ID	Agency Info	Status
73326	Applicant Group Contractors	Form SF85 (1995-09) Status in This Agency: Pending Agency Review (PRVW)

3. Select the **Rejection Letter [Web Page]** link located above the **Rejection Comments** area

Department of Technology (ID:1648) e-QIP

Request Detail

Messages

- e-QIP successfully saved review comments for request ID "73326".

Review Request

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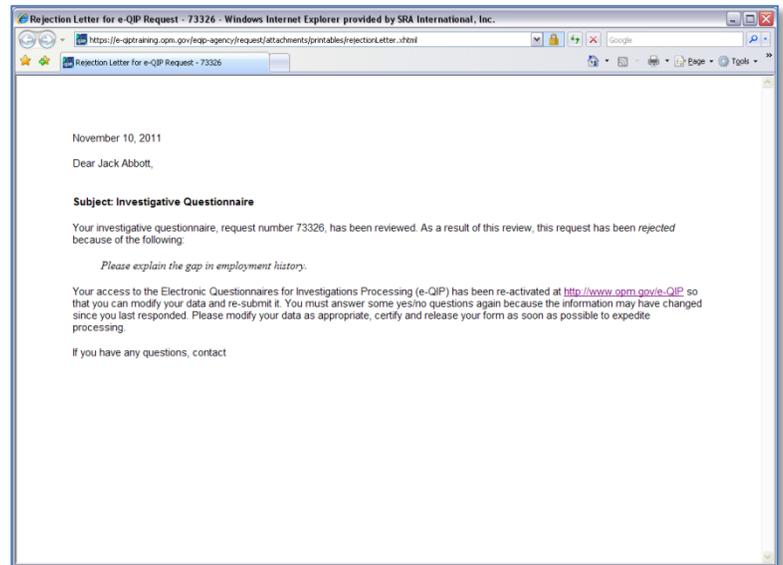
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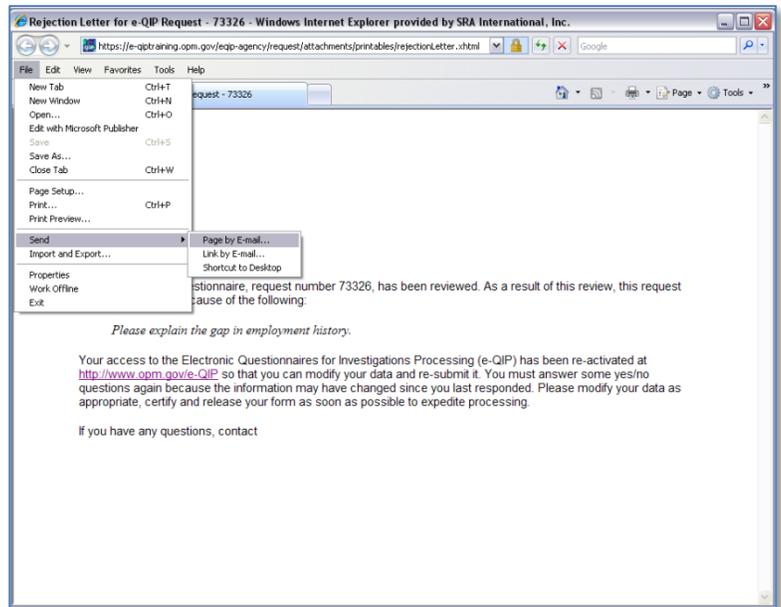
A separate window appears with a pre-populated letter that contains the date, applicant's name, Request ID, and rejection comments. The letter also includes a link to the e-QIP Applicant page.



## Send a Rejection Letter

Once the letter has been generated, you may choose to copy it to a Microsoft Word document, or send it via email through Outlook.

1. To send the letter by mail:
  - a. Copy and paste the contents of the letter into a Word document
  - b. Add any additional instruction if necessary, then print and send the letter by mail
2. To send the letter by email (Microsoft Outlook users only):
  - a. Select **File > Send > Page by E-mail...**
  - b. The contents of the letter automatically display in an Outlook message
  - c. Add any additional instructions if necessary
  - d. Enter the applicant's email address and send the message
3. To return to the **Review Request** screen, close the pop-up window by clicking the **Close** button



4. Under the **Review Request** screen, click on **Reject to Applicant**

