

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Withdrawal of Employment Offer

Dear [Candidate Name],

On [Date of Offer Letter], [Company Name] extended a conditional offer of employment to you for the position of [Job Title]. This offer was contingent upon the successful completion of [mention specific contingency, e.g., a background check, drug screening, or professional reference checks].

We are writing to formally inform you that we are withdrawing this offer of employment, effective immediately. This decision was made because the following contingency was not met: [Specify reason, e.g., unsatisfactory background check results].

As a result, the offer is no longer valid, and the recruitment process for this position has been closed for your candidacy.

We wish you the best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]