

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Revocation of Employment Offer

Dear [Candidate Name],

Please be advised that [Company Name] is hereby withdrawing and revoking the offer of employment extended to you on [Date of Offer] for the position of [Job Title].

This decision has been made because [insert reason: e.g., a change in business requirements / failure to pass background check / failure to meet contingency requirements]. Consequently, the offer is no longer valid, and the recruitment process for this position has been closed.

We appreciate the time you invested in the interview process and wish you the best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]