

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Rescission of Employment Offer

Dear [Candidate Name],

We regret to inform you that [Company Name] is rescinding the offer of employment for the position of [Job Title] extended to you on [Date of Offer Letter].

This decision has been made due to [Reason: e.g., a change in business requirements / internal restructuring / failure to meet background check contingencies].

Please note that any previous agreements or offer terms are now void. 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]