

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Revocation of Employment Offer

Dear [Candidate Name],

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

This decision has been made because [Reason for Revocation, e.g., failure to pass background check / change in business requirements / failure to meet contingency requirements].

As a result, the offer is no longer valid, and the recruitment process for this position has been terminated. Any previous agreements or commitments regarding your potential employment are hereby null and void.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]