

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Revocation of Conditional Offer of Employment

Dear [Candidate Name],

On [Date of Offer Letter], [Company Name] extended to you a conditional offer of employment for the position of [Job Title]. This offer was contingent upon the successful completion of certain pre-employment requirements.

We are writing to formally notify you that we are withdrawing and revoking this offer of employment, effective immediately. This decision was made because the following condition(s) were not met:

- [Insert Reason: e.g., Unsatisfactory background check results]
- [Insert Reason: e.g., Failure to provide proof of right to work]
- [Insert Reason: e.g., Unsatisfactory professional references]

As a result, you are no longer being considered for employment with [Company Name] at this time. If you have any questions regarding the information received during our screening process, please contact [HR Contact Name/Department] at [Phone Number/Email].

Thank you for your interest in our organization, and we wish you success in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Job Title]