

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

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

Dear [Candidate Name],

I am writing to formally notify you that [Company Name] is rescinding the offer of employment extended to you on [Date of Offer] for the position of [Job Title].

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

Please note that this decision is final. Any company property or documents currently in your possession related to the onboarding process should be returned or destroyed immediately.

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

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]