

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Rescission of Employment Offer

Dear [Candidate Name],

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

This decision has been made due to [Reason for rescission, e.g., a change in business requirements / failure to meet background check contingencies / internal restructuring]. Consequently, the offer is no longer valid, and the recruitment process for this position has been terminated.

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]