

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

[Date]

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

Subject: Revocation of Offer of Employment

Dear [Candidate Name],

This letter serves as formal notification that [Company Name] is revoking the offer of employment extended to you on [Date Offer Was Made] for the position of [Job Title].

This decision has been made due to [Reason for Revocation, e.g., changes in business requirements / failure to meet background check contingencies / budgetary constraints].

As a result, the offer is no longer valid, and the recruitment process for this position has been concluded. Any previous agreements or discussions regarding your employment are hereby nullified.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]