

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are writing to formally notify you that [Company Name] is withdrawing the conditional offer of employment for the position of [Job Title] extended to you on [Date of Offer Letter].

This decision has been made due to [Reason for Revocation, e.g., the results of your background check / a change in business requirements / failure to meet the contingencies outlined in the offer].

Please note that this withdrawal is final. Any company property or sensitive information provided to you during the pre-boarding process should be returned or deleted immediately.

We appreciate the time you invested in our recruitment process and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]