

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

[Date]

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

Subject: Revocation of Conditional Employment Offer

Dear [Candidate Name],

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

As outlined in your offer letter, this employment opportunity was contingent upon the successful completion of several pre-employment requirements. Specifically, this decision has been made due to:

[Insert Reason: e.g., Unsatisfactory background check results / Failure to pass drug screening / Inability to provide proof of legal right to work / Failure to provide required certifications].

As a result, the offer is no longer valid, and the recruitment process for this position has been closed for your candidacy. Any company property or documents provided to you during this process should be returned or destroyed.

We thank you for your interest in [Company Name] and wish you success in your future professional endeavors.

Sincerely,

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