

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Revocation of Employment Offer

Dear [Candidate Name],

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

As outlined in your offer letter, this offer was contingent upon the successful completion of a professional reference check. Unfortunately, the information received during our reference verification process does not meet the requirements for employment with our organization at this time.

Due to this development, the recruitment process for this role has been terminated. We wish you the best of luck in your future career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]