

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification Regarding Your Application for [Job Title]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for participating in our interview process.

As we discussed during the offer stage, our employment offers are contingent upon the successful completion of a pre-employment background and reference check. We are writing to inform you that, based on the information obtained during your reference checks, we have decided to withdraw our conditional offer of employment.

As a result, we will not be moving forward with your candidacy at this time. This decision is final.

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

Regards,

[Your Name]

[Your Title]

[Company Name]