

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Re: Rescission of Employment Offer

I am writing to formally notify you that [Company Name] is rescinding 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 employment offer was contingent upon the successful completion of a background and reference check. Unfortunately, the feedback received during the professional reference verification process was not satisfactory and does not meet the requirements for this position.

As a result, we are unable to move forward with your employment. This decision is final.

We wish you the best in your future career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]