

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification Regarding Employment Offer for [Job Title]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name].

As part of our standard hiring process, we have conducted a thorough review of your professional references. We regret to inform you that, based on the information received during this reference check, we are unable to proceed with your candidacy at this time.

As a result, we are withdrawing our conditional offer of employment, effective immediately.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]