

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Withdrawal of Conditional Job Offer

Dear [Candidate Name],

We regret to inform you that [Company Name] is formally withdrawing the conditional offer of employment extended to you on [Date] for the position of [Job Title].

As outlined in your offer letter, this employment opportunity was contingent upon the successful completion of several pre-employment requirements. This decision has been made because you did not successfully meet the following condition(s):

- [Insert specific reason, e.g., Satisfactory background check results]
- [Insert specific reason, e.g., Verification of academic credentials]
- [Insert specific reason, e.g., Positive professional references]

Due to the failure to satisfy these requirements, we are unable to proceed with your employment at this time. Please note that this decision is final.

If you have questions regarding the information obtained during the screening process, you may contact [Department Name/Background Check Agency] at [Phone Number/Email].

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]