

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Withdrawal of Employment Offer

Dear [Candidate Name],

We are writing to formally notify you that [Company Name] is withdrawing the offer of employment for the position of [Job Title] dated [Date of Offer Letter].

As outlined in our initial offer, employment was contingent upon the successful completion of several conditions. Unfortunately, this offer is being rescinded due to the following unmet requirement(s):

- [Specify condition, e.g., Satisfactory background check results]
- [Specify condition, e.g., Verification of academic credentials]
- [Specify condition, e.g., Positive professional references]
- [Specify condition, e.g., Proof of legal right to work in the country]

Because these contingencies were not fully satisfied, we are unable to proceed with your employment at this time. All previous agreements and start dates are now void.

We thank you for the interest you have shown in [Company Name] and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]