

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Withdrawal of Conditional Offer of Employment

Dear [Candidate Name],

We are writing to formally notify you that [Company Name] is withdrawing the conditional offer of employment extended to you on [Date of Offer] 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. Unfortunately, the following contingency has not been met:

[Insert specific reason, e.g., Background check results / Reference check / Drug screening / Professional certification verification]

As a result of this unmet requirement, we are unable to proceed with your employment at this time. This decision is final.

If the contingency involved a third-party consumer report (such as a background check), you will receive a separate notice regarding your rights under the Fair Credit Reporting Act (FCRA), including instructions on how to dispute any information directly with the reporting agency.

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

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]