

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Re: Notice of Rescission of Conditional Job Offer

Dear [Candidate Name],

On [Date of Offer], [Company Name] extended a conditional offer of employment to you for the position of [Job Title]. This offer was contingent upon the successful completion of several pre-employment requirements.

We are writing to formally notify you that [Company Name] is rescinding this offer of employment, effective immediately. This decision was made because the following condition(s) were not met:

- [List specific reason: e.g., Unsatisfactory background check results]
- [List specific reason: e.g., Failure to pass drug screening]
- [List specific reason: e.g., Inability to provide proof of eligibility to work in the U.S.]
- [List specific reason: e.g., Failure to provide professional references]

As a result, you are no longer being considered for employment with [Company Name] at this time. If the reason for this rescission involves information obtained from a third-party consumer reporting agency, you will receive a separate notice outlining your rights under the Fair Credit Reporting Act (FCRA).

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]