

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Rescission of Employment Offer

Dear [Candidate Name],

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

As outlined in our offer letter dated [Date of Offer], the offer of employment was contingent upon the successful completion of a professional reference check. We are writing to inform you that we are rescinding our offer of employment, effective immediately, as we did not receive satisfactory results from your references.

Because the offer is being withdrawn, our previous agreement and your anticipated start date of [Start Date] are now void.

We appreciate the time you spent interviewing with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]