

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Rejection of Conditional Offer - [Job Title]

Dear [Candidate Name],

We are writing to formally notify you that [Company Name] is withdrawing the conditional offer of employment for the position of [Job Title], effective immediately.

As outlined in our offer letter dated [Date of Offer], your employment was contingent upon the successful submission and verification of all required documentation by [Deadline Date]. Specifically, the following documents were not provided or remained incomplete:

- [List missing document 1]
- [List missing document 2]

Because these conditions have not been met within the specified timeframe, we are unable to proceed with your onboarding process.

We appreciate the interest you have shown in [Company Name] and wish you the best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]