

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Rescission of Employment Offer

Dear [Candidate Name],

I am writing to formally notify you that [Company Name] is rescinding the offer of employment extended to you on [Date of Offer Letter] for the position of [Job Title].

This decision has been made due to [Select one: a change in business requirements / internal restructuring / the results of your pre-employment background check / a hiring freeze].

Please note that this action is not a reflection of your qualifications or professional background. We appreciate the time and effort you invested in our recruitment process.

If you have any questions regarding this notification, you may contact the Human Resources department at [Phone Number] or [Email Address].

We wish you the best of luck in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]