

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Withdrawal of Employment Offer

Dear [Candidate Name],

This letter is to formally notify you that [Company Name] is withdrawing the conditional offer of employment for the position of [Job Title] extended to you on [Offer Date].

As outlined in our offer letter, your employment was contingent upon the successful completion of the pre-employment qualification process. Unfortunately, we are unable to proceed with your hiring because you did not meet the following requirement(s):

[Insert specific reason, e.g., failure to provide proof of required certification, unsatisfactory background check results, or failure to verify professional licenses].

As a result, the offer of employment is no longer valid. We will keep your application materials on file in accordance with our data retention policies.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]