



[DATE]

[CANDIDATE NAME]

CANDIDATE ADDRESS

CANDIDATE ADDRESS]

Regarding: Rescinded Job Offer for [COMPANY NAME]

[TITLE OF POSITION]

Dear [CANDIDATE NAME],

We are writing to inform you that the job offer we extended to you on [DATE] for the position of [JOB TITLE] has now been rescinded.

This decision was made in whole or part due to [INSERT REASON]. If the reason listed is due to a failed background check or drug test, you have the right to explain.

[We will keep your information on file should another opportunity arise]. We wish you the best in your job search.

Sincerely,

[NAME OF HIRING MANAGER]

[POSITION TITLE]