

[Date]

[Candidate Name]

Candidate's Address Line #1

Candidate's Address Line #2]

Regarding: Rescinded Job Offer for [Company's Name] [Title of Position]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are writing to inform you that the job offer we extended to you on [Date] for the position of [Job Title] is now being rescinded due to [insert reason].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 apologize for any inconvenience this causes you. [We will keep your information on file if another opportunity arises]. We wish you the best in your job search.

Sincerely,

[Name of Hiring Manager]

[Position title]