

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this message finds you well. We appreciate your interest in joining [Company Name] and the time you invested throughout the interview process. We regret to inform you that we must withdraw our offer of employment for the [Job Title] position.

This decision follows the results of our background check, which did not meet our company's hiring standards. While we understand this news may be disappointing, we want to emphasize that this decision was made after careful consideration.

We wish you success in your future endeavors and thank you once again for your interest in [Company Name]. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]