

Retraction of Job Offer

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you that we must retract the job offer extended to you for the position of [Job Title] at [Your Company Name], originally offered on [Date of Job Offer].

After conducting a background check as part of our hiring process, we discovered results that do not meet our company's hiring criteria. We take these matters seriously and have made this decision based on the information received.

Please understand that this decision was not made lightly, and we appreciate the time and effort you invested in the interview process.

We wish you all the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]