

# Conditional Job Offer Rejection

Date: [Insert Date]

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time you invested during the interview process.

After careful consideration, we regret to inform you that we are unable to proceed with your conditional job offer at this time due to [specific reason, e.g., "the failure to meet the required background check criteria"].

We encourage you to apply for future openings that match your qualifications and experience.

Thank you once again for your interest in [Company Name]. We wish you all the best in your job search.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]