

Conditional Job Offer Rescind Letter

Date: [Insert Date]

[Applicant's Name]
[Applicant's Address]
[City, State, Zip Code]

Dear [Applicant's Name],

We hope this message finds you well. We are writing to inform you that, upon further review, we have decided to rescind the conditional job offer made to you for the position of [Job Title] at [Company Name], dated [Date of Offer].

This decision has been made due to [briefly state reason, e.g., "information obtained during the background check" or "failure to meet certain conditions specified in the offer"]. We understand this may be disappointing news, and we appreciate the time and effort you invested in the application process.

If you have any questions or would like additional clarification regarding this decision, please feel free to contact us at [Contact Information].

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

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]