

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

## **Subject: Rescinding Job Offer**

Dear [Candidate's Name],

We regret to inform you that we are rescinding our job offer for the position of [Job Title] at [Your Company Name], originally extended on [Date of Job Offer]. This decision has been made due to non-compliance with the requirements outlined in our employment process.

We appreciate your interest in joining [Your Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]