

# Letter of Revocation of Job Offer

[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: Revocation of Job Offer**

Dear [Candidate's Name],

We regret to inform you that we must revoke the job offer extended to you for the position of [Job Title] at [Your Company Name]. This decision is based on the findings of your background check, which revealed issues that do not align with our company's policies and standards.

We appreciate the time and effort you invested during the interview process and wish you success in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]