

Dear [*Candidate's name*],

We are writing to inform you that we are withdrawing the offer of employment made to you on [job offer date] for the position of [*job role*] at [*company name*].

We have carefully considered this and we do not take the decision lightly. Ultimately, we are rescinding the offer due to [***reason for offer withdrawal***]. As the offer of employment was dependent on this condition being met, the employment contract has not yet begun. This also means that [*company name*] is not legally obligated to compensate you for this decision.

We hope you are able to find a position that better suits you and wish you the best of luck in your search.

Of course, don't hesitate to contact [*HR manager's name*] at [*HR manager's email address*] if you would like to discuss this further or have any questions about the decision.

Kind regards,

[*Your name*]

[*Your job title*]