Rescind job offer email

Send only after the decision is final and HR or counsel has reviewed it, and call the candidate first wherever possible. For background check withdrawals, send only after the pre-adverse action notice and waiting period.

POSITION ELIMINATED OR FROZEN

Subject: An update on your [Job Title] offer

Hi [First Name],

Thank you for taking my call today. As we discussed, I'm very sorry to confirm that [Company] is withdrawing the offer for the [Job Title] position dated [Offer Date].

This decision has nothing to do with you or your qualifications. [The role has been eliminated as part of a budget change / The requisition has been put on hold due to a hiring freeze.]

I know this is difficult news, particularly if you had made plans around the start date. [If applicable: As a gesture of good faith, we'll provide [Support Offered, e.g. a payment of [Amount] / reimbursement of documented relocation costs], and I'll follow up separately with details.]

If the position reopens or a similar role becomes available, I'd like to contact you first, with your permission.

Please call me at [Phone Number] with any questions.

Sincerely,

[Your Name]
[Title], [Company]

CONTINGENCY NOT MET

Subject: Your [Job Title] offer

Dear [First Name],

Your offer for the position of [Job Title], dated [Offer Date], was contingent on [Contingency, e.g. verification of the [License / Certification] required for the role / receipt of documents showing eligibility to work in the United States by [Deadline]].

As of [Date], this condition has not been met [briefly state fact, e.g. we have not been able to verify an active [License Type]]. As a result, we are withdrawing the offer, effective today.

If you believe this information is incorrect, please contact me at [Phone Number] or [Email] by [Response Date] and we will review it.

Thank you for your interest in [Company].

Sincerely,

[Your Name]
[Title], [Company]

NO RESPONSE BY THE DEADLINE

Subject: Your [Job Title] offer has expired

Hi [First Name],

We sent your offer for [Job Title] on [Offer Date] with a response deadline of [Offer Deadline]. Since we haven't heard back, the offer has now expired and we've moved forward with the [Start Date / Class Start Date] start.

I hope everything is OK on your end. If you're still interested in working with us, you're welcome to apply again at [Careers Page Link] or reply to this email.

Best,

[Your Name]
[Title], [Company]

FINAL DECISION AFTER BACKGROUND CHECK

Subject: Final decision regarding your [Job Title] offer

Dear [First Name],

On [Pre-Adverse Action Date], we sent you a copy of your background check report, a summary of your rights under the Fair Credit Reporting Act, and notice that we were considering withdrawing your offer. [We have not received a response / We reviewed the information you provided on [Date].]

After careful consideration, we have decided to withdraw the offer for the [Job Title] position. This decision was based in whole or in part on information in the report.

The report was provided by:
[Consumer Reporting Agency Name]
[Address]
[Toll-free Phone Number]
[Website]

The consumer reporting agency did not make this decision and cannot explain why it was made. You have the right to obtain a free copy of your report from the agency if you request it within 60 days, and the right to dispute the accuracy or completeness of any information in the report directly with the agency.

[State or local fair chance notice language, if required.]

Sincerely,

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- An update on your [Job Title] offer
- Important update about your offer
- Your [Job Title] offer
- Final decision regarding your [Job Title] offer
- Your [Job Title] offer has expired
- Following up on our call today

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. I've sent you an important email about your [Job Title] offer and tried to reach you by phone. Please call me at [Phone Number] when you can. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Offer Date], [Offer Deadline], [Start Date], [Contingency], [Pre-Adverse Action Date], [Consumer Reporting Agency Name], [Support Offered], [Careers Page Link], [Your Name], [Title], [Phone Number]