Withdrawal of Offer of Employment

Choose the one reason paragraph that applies and delete the others. Call the candidate before sending this letter whenever possible. If the withdrawal is based in any way on a consumer report (background check), do not use this letter until the FCRA pre-adverse action process is complete; send a final adverse action notice instead.

HEADER

[Company Legal Name]
[Company Address]

[Date]

Sent by email and [mail / courier] to:
[Candidate Name]
[Candidate Address]
[Candidate Email]

Re: Withdrawal of offer of employment, [Job Title]

OPENING

Dear [Candidate Name],

As we discussed by phone on [Date of Call], I am writing to confirm that [Company Name] is withdrawing the offer of employment for the position of [Job Title] made to you on [Offer Date].

REASON A: POSITION ELIMINATED, FROZEN OR CHANGED

This decision is due to [a change in business conditions / a company-wide hiring freeze / the elimination of the position / a restructuring of the [Department] team]. It is not related to your qualifications or anything about your candidacy, and we are sorry for the disruption this causes.

REASON B: OFFER CONDITION NOT MET

As set out in our offer letter, the offer was conditional on [verification of your [license / certification] / completion of the drug screen by [Date] / your ability to start no later than [Date] / satisfactory references]. [Describe the specific condition not met, e.g. We were unable to verify an active [State] [license type] as of [Date].] Because this condition has not been met, we are unable to proceed with your employment.

REASON C: ACCEPTANCE DEADLINE PASSED

Our offer letter asked for your signed acceptance by [Deadline Date]. We did not receive it by that date [and did not receive a request for an extension], so the offer has expired and we are moving forward with other candidates.

NEXT STEPS AND SUPPORT

[If the candidate had already accepted, include as appropriate:] We recognize that you may have made plans based on our offer. [We will reimburse documented, reasonable expenses you have already incurred in connection with your start, including [relocation costs / travel], up to $[Amount]. Please send

receipts to [Contact] by [Date].] [We are also offering a payment of $[Amount] in recognition of the inconvenience, subject to a signed release.]

[Optional:] We would welcome your application for future openings, and [Recruiter Name] will contact you if a comparable role becomes available in the next [number] months.

Any documents you provided during the hiring process will be kept or destroyed in line with our record retention policy and applicable law.

If you have questions about this letter, please contact [HR Contact Name] at [Phone] or [Email].

CLOSING

We appreciate the time you invested in our process and are sorry that we cannot move forward.

Sincerely,

[Signer Name]
[Signer Title]
[Company Legal Name]

HR RECORD

Reason category

☐ Business change / position eliminated ☐ Hiring freeze ☐ Offer condition not met
☐ Acceptance deadline passed ☐ Background check (FCRA adverse action used)
☐ Other (legal review required)

Had the candidate accepted?

☐ Yes ☐ No

Had the candidate resigned or relocated, to our knowledge?

☐ Yes ☐ No ☐ Unknown

Date of phone call to candidate

Legal / HR leadership review completed by

Reimbursement or payment offered

☐ Documentation of reason attached

HR signature

Date

Date sent