

Insert Company
Logo

Date

<Employee Name>

Physical Address or email address

Address

Strictly Private and Confidential

Dear <Employee Name>

Re: Retraction of Offer of Employment

The company would like to advise that our offer of employment has been retracted on the grounds of failure to meet satisfactory pre-employment conditions outlined in your employment agreement and letter of offer dated <insert date>.

The retraction results from <insert reason here>.

The company has taken some time to consider the explanation you provided in our discussions on <date>, however we do not find the explanation to be satisfactory for the following reasons:

<insert reason/s>

If you have any questions in relation to these matters please contact me.

Yours sincerely

Manager

Manager Title

Company

cc: anyone from the organisation that you are sending this letter to