

Date

Via FedEx/UPS Number: (If you send the letter through one of these services.)

Name
Address
Address

Dear XXXX:

This is to notify you that we are rescinding your conditional offer of employment with XXXX Company Name. This action is being taken because as of this date, you have not accepted the offer extended to you on XXXX Date.

Good luck with your search for your next opportunity.

Sincerely,

Name
Title