



Withdrawal of Conditional Offer of Employment – Example Letter

Introduction

The following letter is provided as an example text for a letter withdrawing a conditional offer of employment following the return of unsatisfactory pre-employment checks. Each situation would be unique and should be handled with care and compassion for the recipient. This letter is, therefore, intended to guide you in composing a letter that is appropriate for the unique circumstances of your own situation.

HEADED PAPER

Addressee

Service name

Service address

Ref:

Date:

Dear [insert name]

Withdrawal of Conditional Offer of Employment

Following your recent interview, we were pleased to make you a conditional offer of employment as [job title] in [department] at the starting salary of £ [insert] per year / hourly rate of £ [insert], subject to the completion of satisfactory pre-employment checks.

These pre-employment checks required you to provide us with [satisfactory references/a satisfactory medical report/documentary evidence of your stated qualifications/degree/diploma professional qualifications/evidence of your right to work in the UK] and a satisfactory [standard/enhanced] certificate issued by the Disclosure and Barring Service.

I regret to inform you that you have not met all the pre-employment requirements for confirmation of the appointment. Unfortunately, you have not provided us with [state what the issue was].

As a result, I regret to inform you that we must withdraw our conditional offer of employment.

Thank you for your interest in [name of organisation] and for taking the time to apply for this role. We wish you all the very best in your continued job search.

Yours sincerely

[name, job title]