[***Today’s date***]

Dear [***Insert Name***]

As you know, your recent offer of employment as [***insert job title***] was conditional upon **[**satisfactory references**] OR** **[**evidence of your **[**stated qualifications**] OR [**degree**] OR [**professional qualifications**]] OR [**documentary evidence of your right to work in the UK**] OR [**[***insert other conditions of offer of employment*]**.

Unfortunately, I regret to inform you that you have not met all the requirements for confirmation of the appointment because you have been unable to **[**provide us with **[**a reference from your previous employer**] OR [**a satisfactory reference**] OR [**evidence of your **[**stated qualifications**] OR [**degree**] OR [**professional qualifications**] OR [**documentary evidence of your right to work in the UK**]] OR [*state reason*]**.

Consequently, we are no longer in a position to proceed with the appointment and must withdraw our offer of employment.

Please contact me if you have any questions.

Yours sincerely,

[***Insert Name and Job Title***]

For and on behalf of [***Name of Company***]

[***Insert name and address of recipient***]

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