**Private and Confidential**

<Insert Full Name>

<Insert address>

<Date>

Dear <Name>,

I am writing further to our conditional offer of employment, contained in my letter dated <insert date>.

As you are aware, the offer of employment was conditional upon, and subject to, the receipt of satisfactory references.

Unfortunately, we have received unsatisfactory references. With this in mind, you have failed to meet all of the requirements for confirmation of the appointment and it is with regret that I have decided to withdraw this offer of employment with immediate effect.

Thank you for applying for the position and we wish you well for your future job search.

Yours sincerely,

**<Insert name>**

<Insert job title>