**Strictly Private and Confidential**

<Insert name>

<Insert address>

<Date>

Dear [insert name],

 **Re: Withdrawal of offer of employment**

On [insert date] we wrote to you to make a conditional offer of employment. This offer was subject to you providing us with [delete as appropriate – acceptable documentary evidence confirming that you have a legal right to work in the UK/an online right to work check confirming that you have the legal right to work in the UK]. We have not received appropriate [delete as appropriate – evidence/confirmation] and therefore the condition of our offer has not been satisfied.

The Company requires prospective employees to provide this information prior to commencement of employment in order that it can satisfy its obligation to ensure employees are entitled to work in the UK.

I therefore regret to inform you that we have decided to withdraw our offer of employment to you.

I would like to take this opportunity to thank you for your interest in [insert company name] and to wish you well for the future.

Yours sincerely,

<**Insert name**>

<Insert job title>