## **Conditional Offer Revocation**

Subject: Provisional Revocation of Offer
Dear [Candidate Name],
We are contacting you regarding the job offer for [Position Name] dated [Offer Date]. Due to
[Reason], we are temporarily rescinding the offer pending final review of internal circumstances
We will notify you promptly if the offer can be reinstated. Thank you for your patience and
understanding.
Sincerely,
[Your Name]
[Title]
[Company Name]

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