Date:XX

**Private and Confidential**

Address

Dear XX,

**Withdrawal of Conditional Offer of Employment – Job Title**

Further to our recent telephone conversation/meeting on Date. I am writing to confirm that the conditional offer of employment made to you by the Trust has been withdrawn with immediate effect.

As you were aware this offer of employment was conditional upon receipt of two satisfactory references and this element of the conditional offer has not been fulfilled.

I appreciate this will be disappointing for you, and if you have any queries regarding this please do not hesitate to contact me either by telephone: XX or via e mail, XXX.

Yours sincerely

**Name**

**Title**

Cc. Recruitment Team