SAMPLE: CONDITIONAL EMPLOYMENT WITHDRAW LETTER

(Applicant Name)
(Applicant Address)
(City, State, Zip)
Subject: (Employee's name and date of injury)

Dear (Applicant Name),

We recently provided you a conditional offer of employment in response to your application and interest in the position of (Position Name).

Based on medical opinion, we have determined you will not be able to meet the physical requirements or will not be able to perform the essential functions of the job with or without reasonable accomodation. As a result, we regretfully must withdraw the offer.

Thank you for your interst in our organization.

Regards,

(Signature of company representative or owner)
(Title), (Name of Company)_____