

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We hope this message finds you well. We appreciate your interest in the [Job Title] position at [Company Name] and the time you invested during the interview process.

Regrettably, we must inform you that we have decided to withdraw our job offer for the [Job Title] position. This decision was not made lightly and results from [brief reason for withdrawal, e.g., changes in company strategy, budget constraints, etc.].

We value the effort you put into the application and interview process and encourage you to apply for future openings as we continue to grow.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]