

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this message finds you well. After careful consideration, we regret to inform you that we must withdraw the offer of employment extended to you for the position of [Job Title] at [Company Name], originally made on [Date of Offer].

This decision was not made lightly and is based on [brief explanation of reason, if necessary]. We appreciate the time and effort you invested in the interview process and your interest in our company.

We sincerely apologize for any inconvenience this may cause and wish you all the best in your job search and future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]