

Employment Offer Withdrawal

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you that, due to unforeseen circumstances, we must withdraw the employment offer extended to you for the position of [Position Title] at [Company Name].

We understand that this may come as disappointing news, and we genuinely appreciate the time and effort you invested during the interview process. Your skills and experience are impressive, and we want to encourage you to keep in touch for any future opportunities.

Additionally, we would like to invite you to join us for an informal networking event on [Event Date] at [Event Location]. This will be a great opportunity for you to meet other professionals in the industry and learn about potential openings we may have in the future.

Thank you once again for your interest in joining [Company Name]. We wish you all the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]