

Withdrawal of Employment Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We regret to inform you that we must withdraw the employment offer previously extended to you for the position of [Job Title] at [Company Name] due to [reason for withdrawal, e.g., unforeseen circumstances, changes in company direction].

We appreciate the time and effort you invested in the interview process, and we sincerely apologize for any inconvenience this decision may cause you. Please know that this was a difficult decision for us to make.

We wish you the best of luck in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]