

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP Code]

Subject: Withdrawal of Employment Offer

Dear [Candidate's Name],

We hope this message finds you well. We would like to express our gratitude for your interest in the [Job Title] position at [Company Name]. After careful consideration, we regret to inform you that we must withdraw our offer of employment due to unforeseen budget constraints.

This decision was not made lightly, and we truly appreciate the time and effort you invested throughout the interview process. We wish you all the best in your job search and hope our paths may cross again in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]