

# Employment Offer Withdrawal Letter

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 appreciate your interest in the [Position Title] role at [Company Name] and the time you invested in the interview process.

After careful consideration, we have decided to withdraw the employment offer extended to you on [Date of Offer]. This decision was based on an evaluation of the qualifications necessary for the role, and we have determined that we need to pursue candidates who more closely match those qualifications.

We genuinely appreciate your interest in our company and encourage you to apply for future openings that align with your skills and experience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]