

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

I hope this message finds you well. I am writing to inform you of an important update regarding your employment offer for the position of [Job Title] with [Company Name].

Due to unforeseen internal restructuring within our organization, we regret to inform you that we must withdraw your employment offer. This decision was not made lightly, and we appreciate the time and effort you devoted to the interview process.

We want to emphasize that this decision is not a reflection of your qualifications or abilities, but rather a necessary adjustment in our current business strategy.

We sincerely apologize for any inconvenience this may cause and wish you the best of luck in your job search. If you have any questions or would like to discuss this matter further, please feel free to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]