

Withdrawal of Employment Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip]

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 [Job Title] at [Company Name], initially communicated to you on [Offer Date].

This decision was not made lightly, and we sincerely regret any inconvenience this may cause you. The circumstances are beyond our control and not reflective of your qualifications or potential contributions to our team.

We appreciate your understanding in this matter and wish you the best of luck in your job search. If conditions change, we would be more than happy to consider you for future opportunities.

Thank you for your interest in [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip]

[Phone Number]

[Email Address]