

Employment Offer Withdrawal Letter

Date: [Insert Date]

Dear [Candidate's Name],

We hope this message finds you well. We appreciate your interest in joining [Company Name] as a [Job Title]. However, we regret to inform you that we must withdraw our previous offer of employment dated [Insert Offer Date].

This decision comes after receiving new information that has prompted us to reassess our hiring needs. We sincerely apologize for any inconvenience this may cause you.

We value the time and efforts you have invested throughout the interview process, and we encourage you to keep an eye on future opportunities within our organization.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]