

Employment Offer Withdrawal

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 are writing to inform you that, unfortunately, we must withdraw the offer of employment extended to you for the position of [Job Title] at [Company Name]. This decision is due to personal reasons that have recently come to light.

We sincerely appreciate your interest in joining our team and the time you invested throughout the interview process. This decision was not made lightly, and we wish you the best in your future endeavors.

If you have any questions or would like to discuss this further, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]