

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 are writing to formally inform you that we must withdraw the job offer for the position of [Job Title], which was extended to you on [Offer Date].

This decision has not been made lightly, and it is due to [reason for withdrawal, e.g., unforeseen circumstances, internal changes, etc.]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

We value your interest in [Company Name] and encourage you to apply for future openings that match your skills and experience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]