

Offer Letter 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 appreciate your interest in the [Job Title] position at [Company Name].

However, we are writing to inform you that we can no longer extend the offer we previously discussed due to the delay in your response. Our hiring timeline has progressed, and we have since moved forward with other candidates.

We value your interest in our company and wish you the best in your job search. Should you have any questions or if there is anything we can assist you with, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]