

# Offer Letter Withdrawal

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Candidate Address: [Insert Candidate Address]

Dear [Candidate Name],

We hope this message finds you well. We appreciate your interest in the [Job Title] position with [Company Name]. After careful consideration and review of your performance during the interview process, we regret to inform you that we must withdraw our offer of employment.

This decision was not made lightly, and it reflects our commitment to maintaining high standards in our hiring process. We value the time and effort you invested in your application and interviews.

We encourage you to continue pursuing opportunities that align with your skills and aspirations. Thank you for your understanding.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]