

Offer Letter Withdrawal

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We hope this message finds you well. We appreciate the time and effort you invested during the interview process for the [Position Title] role.

After careful consideration and a recent internal hiring decision, we regret to inform you that we must withdraw our offer of employment for the [Position Title] position.

We want to emphasize that the decision was not a reflection of your qualifications or abilities, but rather a result of strategic changes within our organization. We truly appreciate your interest in joining [Your Company Name] and encourage you to apply for future openings that may align with your skills.

Thank you once again for your understanding, and we wish you the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]