

Offer Letter Withdrawal

Date: [Insert Date]

Dear [Candidate's Name],

We hope this message finds you well. We regret to inform you that, due to recent changes in our company policy, we must withdraw the offer of employment that was extended to you for the [Job Title] position at [Company Name].

This decision was not made lightly, and we sincerely apologize for any inconvenience this may cause you. We appreciate the time and effort you invested in the interview process and your interest in joining our team.

If you have any questions or require further clarification, please feel free to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]