

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this message finds you well. We would like to thank you for your interest in the [Position Title] at [Company Name] and for the time you invested in the interview process.

Regrettably, we must inform you that we have had to make the difficult decision to withdraw our offer of employment for the [Position Title]. Due to unforeseen budget constraints, we are unable to move forward with the hiring process at this time.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding. We were genuinely impressed with your qualifications and experience, and we hope to have the opportunity to consider your application for future openings as they arise.

Thank you once again for your interest in joining [Company Name]. We wish you the best of luck in your job search and future endeavors.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]