

# Withdrawal of Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

I hope this message finds you well. I am writing to inform you that, due to recent changes in our job requirements for the position of [Job Title], we must withdraw the offer letter that was extended to you on [Date of Offer].

We understand that this news may be disappointing, and we genuinely appreciate the interest you showed in joining our team. The decision was made with careful consideration and reflects the evolving needs of our organization.

If you have any questions or need further clarification, please do not hesitate to reach out. We wish you the very best in your job search and future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]