

# Offer Letter Withdrawal

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you about an important decision regarding your recent employment offer for the position of [Job Title] at [Company Name].

Due to unforeseen organizational restructuring, we regret to inform you that we must withdraw your offer of employment, which was initially extended on [Date of Offer]. This decision was not made lightly, and we understand the disruption it may cause.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this challenging time. Should circumstances change in the future, we would welcome the opportunity to consider your application once again.

Thank you for your interest in [Company Name]. We wish you all the best in your future endeavors.

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]