

Withdrawal of Offer Letter

Date: [Insert Date]

To: [Candidate's Name]

[Candidate's Address]

Dear [Candidate's Name],

We hope this message finds you well. We would like to take this opportunity to thank you once again for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you invested during the recruitment process.

However, after careful consideration and in light of recent developments regarding our hiring timeline and internal processes, we regret to inform you that we must withdraw the offer extended to you on [Date of Original Offer]. This decision was not made lightly, and we understand the impact it may have on your future plans.

We genuinely appreciate your understanding and hope to keep the lines of communication open for potential opportunities in the future. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]