

Withdrawal of Offer Letter

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 that, due to unforeseen circumstances, we must unfortunately withdraw the offer of employment extended to you for the position of [Job Title] at [Company Name], which was initially communicated to you on [Date of Offer].

We sincerely apologize for any inconvenience this may cause you. This decision was not made lightly and is attributed to [brief explanation of circumstances, if appropriate, e.g., company restructuring, budget cuts, etc.].

Thank you for your understanding in this matter. We appreciate the time and effort you dedicated to the interview process and wish you the best in your job search.

If you have any questions, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]