

Job Offer Retraction Notice

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, unfortunately, we must retract the job offer extended to you for the [Job Title] position at [Company Name], which was sent on [Date of Original Offer].

This decision was not made lightly and is due to [briefly explain reason, e.g., "unexpected changes in our hiring needs"]. We understand how disappointing this news may be and sincerely apologize for any inconvenience caused.

We greatly appreciate your interest in [Company Name] and the time you invested throughout the interview process. We wish you all the best in your job search and future career endeavors.

If you have any questions or would like to discuss this matter further, please feel free to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]