

Job Offer Retraction 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 internal restructuring within our organization, we are unable to proceed with the job offer extended to you for the position of [Job Title] at [Company Name].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding of our situation. Please know that this decision was not a reflection of your qualifications or your potential contributions to our team.

If circumstances change in the future, we would be eager to reconsider your application. We wish you all the best in your career endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]