

# Retraction of Job Offer

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this message finds you well. We appreciate the interest you expressed in our company and the time you invested during the interview process. After careful consideration, we regret to inform you that, due to a strategic change in our business direction, we must retract the job offer extended to you for the position of [Job Title].

This decision was not made lightly and reflects our current circumstances rather than your abilities or qualifications. We were genuinely impressed with your skills and experience, and we thank you for your understanding during this difficult decision.

We apologize for any inconvenience this may cause and wish you every success in your job search and future endeavors. Should circumstances change, we hope to have the opportunity to connect again.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]