

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We appreciate your interest in the [Job Title] position with [Company Name] and thank you for the time and effort you invested in the interview process. After careful consideration, we regret to inform you that we must retract our job offer due to concerns regarding your qualifications.

We value the contributions you could bring, however, we believe that we need to proceed with a candidate whose background and experience align more closely with our current needs.

We wish you all the best in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]