

[Your Name]

[Your Position]

[Your Company]

[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],

I hope this message finds you well. I am writing to formally inform you that we must retract our job offer for the [Job Title] position at [Company Name] that was extended to you on [Offer Date].

This decision was made after a review of the hiring process which revealed a miscommunication regarding [specific detail regarding miscommunication]. We appreciate your understanding that this was an oversight on our part, and we sincerely apologize for any inconvenience this may have caused you.

We value the effort and time you invested in the interview process, and we appreciate your interest in joining our team. Should circumstances change in the future, we would love to reconsider your application for any suitable positions.

Thank you for your understanding.

Kind regards,

[Your Name]

[Your Position]

[Your Company]