

# Retraction of Job Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We regret to inform you that, due to unforeseen funding issues, we must retract the job offer previously extended to you for the position of [Job Title] at [Company Name].

This decision was not made lightly, and we sincerely apologize for any inconvenience this may cause you. We were looking forward to welcoming you to our team, and we appreciate your understanding in this matter.

Thank you for your interest in [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]