

Retraction of Job Offer

Dear [Candidate's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, we must retract the job offer extended to you for the position of [Job Title] at [Company Name].

This decision was not made lightly, and we understand the impact it may have on your plans. We sincerely apologize for any inconvenience this may cause you.

We appreciate your interest in joining our team, and we encourage you to apply for future openings at [Company Name].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]