

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

## **Subject: Retraction of Job Offer**

Dear [Candidate's Name],

We hope this message finds you well. We regret to inform you that after further review, we must retract the job offer extended to you for the position of [Job Title] at [Company Name]. This decision has been made due to compliance issues that have recently come to our attention.

We understand that this news may be disappointing, and we sincerely apologize for any inconvenience this may cause. We appreciate the time and effort you invested in the interview process and the interest you showed in our company.

If you have any questions or require further information, please feel free to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]