

Retraction of Job Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you of a significant development that has affected our organization.

Due to the recent economic downturn and unforeseen financial constraints, we regret to inform you that the job offer extended to you for the position of [Job Title] on [Date of Offer] has been retracted. This decision was not made lightly, and we sincerely apologize for the inconvenience it may cause you.

We appreciate your understanding during this challenging time and truly thank you for your interest in joining [Company Name]. We hope to have the opportunity to work with you in the future when circumstances improve.

Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you once again for your understanding.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]