

Job Offer Withdrawal

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We hope this message finds you well. We appreciate your interest in the [Job Title] position at [Company Name] and your time spent during the interview process.

Regrettably, we must inform you that we need to withdraw our offer for the position due to timing conflicts that have arisen with our current project schedule. While we were impressed with your skills and qualifications, we believe it is in both our best interests to withdraw the offer at this time.

We sincerely apologize for any inconvenience this may cause you. We wish you the best in your job search and future endeavors. Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]