

Dear [Candidate's Name],

We hope this message finds you well. It is with deep regret that we inform you of the cancellation of the employment offer extended to you for the [Job Title] position at [Company Name].

This decision has been made due to unforeseen budget cuts that have impacted our hiring plans. We sincerely apologize for any inconvenience this may cause and understand how disappointing this news must be.

We appreciate the time and effort you invested during the interview process and hope you find a suitable position in the near future. Please do not hesitate to reach out if you have any questions or if you would like to keep in touch.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]