

Employment Offer Retraction Letter

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We hope this letter finds you well. We are writing to inform you about an important development regarding your job offer for the position of [Job Title] with [Company Name], originally communicated on [Date of Original Offer].

Due to recent changes in our company policy, we have made the difficult decision to retract our employment offer. This decision comes as a result of [briefly explain the reason related to company policy changes, if appropriate]. We understand that this may come as a disappointment and genuinely regret any inconvenience this may cause you.

We appreciate and value the time you invested in the interview process, and we want to emphasize that this decision is not a reflection of your qualifications or capabilities. We truly enjoyed getting to know you and your skills throughout the selection process.

If you have any questions or require further clarification, please do not hesitate to contact us at [Company Contact Information]. We wish you the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]