

# Job Offer Rescindment Letter

Date: [Insert Date]

Candidate Name:

[Insert Candidate Name]

[Insert Candidate Address]

Dear [Insert Candidate Name],

We regret to inform you that we must rescind our job offer for the position of [Insert Job Title], which was previously extended to you on [Insert Date of Original Offer].

This decision was not made lightly and is due to [briefly explain reason, e.g., changes in company policy, budget constraints, unforeseen circumstances]. We truly value the time and effort you invested during the interview process and we appreciate your interest in [Insert Company Name].

We understand that this news may be disappointing, and we sincerely apologize for any inconvenience this may cause you.

Thank you once again for your understanding. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Insert Company Name]

[Insert Contact Information]