

Job Offer Withdrawal Notification

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We regret to inform you that due to recent organizational restructuring within our company, we must retract the job offer extended to you for the position of [Job Title] at [Company Name]. This decision was not made lightly and reflects significant changes in our business strategy.

We genuinely appreciate the time and effort you invested in the interview process, as well as your enthusiasm for our team. Please feel free to reach out if you have any questions regarding this decision.

We wish you all the best in your future endeavors and hope to stay in touch.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]