

Letter of Withdrawal of Job Offer

Date: [Insert Date]

To: [Candidate's Name]

[Candidate's Address]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you that, after careful consideration, we must formally withdraw the job offer for the position of [Job Title] with [Company Name], which was extended to you on [Date of Offer].

This decision was not made lightly and is the result of [brief reason if appropriate, e.g., organizational changes, budget constraints, etc.]. We appreciate the time you invested in the interview process and your interest in our company.

We sincerely apologize for any inconvenience this may cause and wish you the very best in your job search. We hope you find a position that aligns with your skills and aspirations.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]