

# Retraction of Employment Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, we must retract our previous offer of employment for the position of [Job Title] at [Company Name].

This decision was not made lightly, and we understand the impact it may have on your plans. Unfortunately, [briefly elaborate on the unforeseen circumstances without going into detail].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. We value the time and effort you invested in the interview process and wish you every success in your future endeavors.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]