

Withdrawal of Job Offer

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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, after careful consideration, we must formally withdraw the job offer for the executive position at [Your Company], extended to you on [Date of Offer].

This decision was not made lightly, and it reflects unforeseen circumstances that have arisen within our organization. We truly appreciate the time and effort you invested throughout the interview process.

We hold you in high regard and appreciate your understanding in this matter. We wish you all the best in your future endeavors and hope you find a position that aligns with your career aspirations.

Thank you once again for your interest in [Your Company].

Sincerely,

[Your Name]

[Your Title]

[Your Company]