

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Subject: Rescission of Job Offer

Dear [Candidate's Name],

We hope this message finds you well. We regret to inform you that, due to unforeseen circumstances, we must rescind the job offer extended to you for the [Position Name] at [Company Name] for the upcoming [Season/Year].

This decision was not made lightly and is driven by [brief explanation of the reason, e.g., budget constraints, changes in business operations, etc.]. We sincerely apologize for any inconvenience this may cause you.

We value the time and effort you invested in the application and interview process and appreciate your understanding in this matter. Should circumstances change in the future, we would be pleased to reconsider your application for potential opportunities.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]