

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We hope this message finds you well. We are writing to inform you regarding the status of your job offer for the Shift Work position at [Company Name]. After careful consideration and unforeseen circumstances affecting our staffing needs, we regret to inform you that we must rescind our offer, which was communicated to you on [Insert Date of Initial Offer].

We appreciate the time and effort you invested in the interview process and genuinely apologize for any inconvenience this may cause.

Thank you for your understanding. We wish you all the best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]