

Job Offer Withdrawal Letter

Date: [Insert Date]

Dear [Candidate's Name],

We hope this message finds you well. We would like to express our gratitude for your interest in the [Job Title] position at [Company Name]. After careful consideration, we regret to inform you that we are withdrawing our job offer for this position.

This decision was not made lightly, as we appreciate the time and effort you invested in the interview process. Unfortunately, due to [brief reason if appropriate, e.g., changes in company needs, budget constraints], we are unable to proceed with your employment at this time.

We truly value your qualifications and experience and wish you the best in your job search. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]