

[Your Name]
[Your Job Title]
[Company Name]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Withdrawal of Employment Offer

Dear [Candidate Name],

I am writing to formally notify you that [Company Name] is withdrawing the offer of employment for the position of [Job Title] extended to you on [Date of Offer Letter].

This decision has been made due to [Reason for withdrawal, e.g., a change in business requirements / internal restructuring / failure to meet the contingencies outlined in the offer].

Please note that this withdrawal is effective immediately. We appreciate the time you invested in the interview process and wish you the best of luck in your future professional endeavors.

Sincerely,

[Your Signature]
[Your Printed Name]
[Company Name]