

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

[Date]

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

Dear [Candidate Name],

Subject: Withdrawal of Employment Offer

We are writing to formally notify you that [Company Name] is withdrawing the offer of employment extended to you on [Date Offer Was Made] for the position of [Job Title].

This decision has been made due to [Reason for Withdrawal, e.g., changes in business requirements / internal restructuring / failure to meet background check requirements]. Please note that this withdrawal is effective immediately.

We appreciate the time you invested in the interview process and your interest in our organization. We wish you the best of luck in your future professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]