

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Cancellation of Employment Offer

Dear [Candidate Name],

We regret to inform you that [Company Name] is formally withdrawing the offer of employment for the position of [Job Title] extended to you on [Date of Offer Letter].

This decision was made due to [Reason: e.g., a change in business requirements / internal restructuring / failure to meet pre-employment contingencies]. Please note that this withdrawal is not a reflection of your qualifications or professional background.

As a result, the previously signed offer letter is now considered null and void. We appreciate the time you invested in the interview process and wish you the best in your future career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]