

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Retraction of Employment Offer

Dear [Candidate Name],

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

This decision is due to [Reason for retraction, e.g., a change in business requirements / internal restructuring / failure to meet pre-employment contingencies].

Please note that this action nullifies any previous agreements or employment contracts associated with this offer. We appreciate the time you invested in the interview process and wish you the best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]