

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Withdrawal of Employment Offer

Dear [Candidate Name],

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

This decision has been made due to [reason for withdrawal, e.g., a change in business requirements / internal restructuring / failure to meet background check contingencies].

Please note that this withdrawal is effective immediately. 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]