

Rescind Revoke Or Cancel An Offer Letter

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Candidate's Name]

[Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

I hope this letter finds you well. I am writing to inform you of a decision that has been made regarding the offer of employment we extended to you for the position of [Job Title] at [Company Name].

After careful consideration and a thorough review of our hiring needs, we regret to inform you that we have decided to rescind the offer of employment that was made to you on [Date of Offer].

Please understand that this decision was not made lightly, and it is in no way a reflection of your qualifications or abilities. Due to unforeseen changes in our business requirements, we have had to reevaluate our staffing needs, and unfortunately, we are no longer able to move forward with the hiring process for this particular position.

We sincerely apologize for any inconvenience this may have caused you, and we want to express our appreciation for the time and effort you invested in the application and interview process. Your qualifications and experience were highly valued during our selection process, and we encourage you to apply for future opportunities with our company should they align with your career goals.

If you have any questions or would like further feedback regarding our decision, please do not hesitate to reach out to me directly via email or phone.

Once again, we apologize for any disappointment this news may bring and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]

[Contact Information: Email and Phone Number]