

Official Notice of Offer Cancellation

Subject: Cancellation of Job Offer

Dear [Candidate Name],

We regret to inform you that the job offer extended to you on [Offer Date] for the position of [Position Name] has been rescinded due to [Reason, e.g., organizational restructuring, budget constraints].

We sincerely apologize for any inconvenience this may cause and appreciate your interest in joining our organization. We encourage you to apply for future openings as appropriate.

Sincerely,

[Your Name]

[Title]

[Company Name]

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