

Empathetic Cancellation Letter

Subject: Rescinding Job Offer

Dear [Candidate Name],

It is with regret that we must rescind the job offer for [Position Name] issued on [Offer Date]. This decision was not made lightly and is due to [Reason].

We deeply appreciate the time and effort you invested in the application process and sincerely apologize for any disappointment caused. We wish you every success in your future endeavors.

Warm regards,

[Your Name]

[Title]

[Company Name]

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