

Formal and Direct Notification

Subject: Cancellation of Employment Offer

Dear [Candidate Name],

We wish to formally notify you that the employment offer extended to you for the position of [Position Name] on [Offer Date] is being revoked due to [Reason, e.g., changes in project requirements].

Please accept our apologies for this unexpected change, and we appreciate your interest in our organization.

Sincerely,

[Your Name]

[Title]

[Company Name]

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