

Cancellation Of Job Offer Or Employment Letter

Dear [Candidate/Employee Name],

I regret to inform you that we have made the difficult decision to cancel the job offer/employment letter that we extended to you on [Date]. This decision was not made lightly, and it was due to [provide reason for cancellation - e.g. changes in business circumstances, reorganization, budgetary constraints].

I understand that this news may be disappointing and frustrating for you, and I want to express my sincerest regret for any inconvenience or disruption this may have caused. I understand that you have put time and effort into considering this opportunity, and I am sorry that it will not come to fruition.

Please know that we value the skills and experience that you bring to the table, and I would be happy to provide you with a reference or assist you in any way I can during your job search. If you would like to discuss the situation further, please feel free to contact me at [Your Contact Information].

Again, I apologize for the situation, and I wish you all the best in your future endeavors.

Sincerely,

[Your Name]