

Serious Offer Withdrawal Notice

Subject: Withdrawal of Job Offer - [Position Title]

Dear [Candidate Name],

I regret to inform you that we must withdraw our offer of employment for the position of [Position Title] dated [Date].

This decision was made due to [brief, professional reason: failed background check/position eliminated/business circumstances changed]. This was not a decision we made lightly, and we understand this news is disappointing.

[If applicable: Any items provided by the company should be returned by (date).]

We apologize for any inconvenience this may cause and wish you success in your future endeavors.

Sincerely,

[Name]

[Title]

[Company Name]

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