

Official cancellation before joining

Subject: Cancellation of Job Appointment

Dear [Candidate's Name],

We regret to inform you that due to unforeseen circumstances, we must cancel the job appointment offered to you on [Date] for the position of [Job Title]. This decision was not made lightly and is a result of internal restructuring within our organization.

Please accept our sincere apologies for any inconvenience caused. We truly appreciate the time and effort you invested during the recruitment process and encourage you to apply for future opportunities with us.

We wish you all the best in your career endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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