

Cancellation due to organizational changes

Subject: Job Appointment Cancellation

Dear [Candidate's Name],

We regret to inform you that we must cancel your job appointment for the role of [Job Title], which was scheduled to commence on [Joining Date]. This cancellation is due to a company-wide restructuring initiative that has impacted several positions.

We apologize sincerely for this development and the inconvenience it may cause you. We would be happy to consider your application for future openings that align with your profile.

Thank you for your understanding.

Best regards,

[Your Name]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/job-appointment-cancellation-or-termination-letter>