## **Concise Cancellation Email**

Subject: Offer Cancellation Notification

Hi [Candidate Name],

We must unfortunately revoke the job offer for [Position Name] dated [Offer Date] due to unforeseen circumstances. We apologize for any inconvenience and thank you for your understanding.

Best regards,

[Your Name]

[Company Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/rescind-revoke-or-cancel-an-offer-letter