

Rescind Offer Letter

To

Subject Rescind Offer

Dear _____,

I hope you are well. I am writing on behalf of _____ regarding the employment offer we extended to you on _____ for the position of _____.

After careful review of our hiring plans and circumstances that have recently come to light, we regret to inform you that we must rescind the employment offer, effective immediately. This decision is not a reflection on your qualifications or the interview process, but rather the result of internal reorganization and changes in business needs.

We recognize the inconvenience this change may cause and sincerely apologize. If you would like, our HR team is available to discuss this decision or answer any questions at _____ or _____.

Again, we appreciate your interest in our Company, and we regret that we cannot proceed with your employment at this time.

Sincerely,

Hiring Manager

Name

Date

Signature



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