

Withdraw Offer Letter

Dear _____ ;

I hope this letter finds you well. I am writing this letter to withdraw the offer that we made on _____ for the position of _____. Unfortunately, due to unforeseen circumstances, we find it necessary to withdraw the offer of employment at this time.

Please consider this letter as official notification that the offer of employment is hereby withdrawn. If you have already taken any steps in anticipation of joining our organization, we kindly request that you cease further actions and disregard any previous communications regarding this offer.

We wish you all the best in your future endeavors, and we thank you for your understanding and cooperation in this matter. If you have any questions or require further clarification, please do not hesitate to contact me at _____ or _____.

Sincerely,



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