

[Your Name]  
[Your Title]  
[Company Name]  
[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

Subject: Rescission of Employment Offer

Dear [Candidate Name],

We are writing to formally notify you that [Company Name] is rescinding the offer of employment extended to you on [Date of Offer Letter] for the position of [Job Title]. Consequently, the placement process for this role has been cancelled.

This decision has been made due to [Reason for rescission, e.g., unforeseen changes in business requirements / internal restructuring / budgetary constraints]. Please note that this action is not a reflection of your qualifications or professional background.

We apologize for any inconvenience this may cause and appreciate the time you invested in our recruitment process. We wish you the best of luck in your future professional endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Company Name]