

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

Dear [Candidate Name],

I am writing to formally notify you that [Company Name] must rescind the offer of employment extended to you on [Date of Offer Letter] for the position of [Job Title].

Due to unforeseen [internal restructuring / budgetary constraints / changes in business requirements], the role for which you were hired has been eliminated. As a result, your scheduled start date of [Start Date] is cancelled.

This decision is in no way a reflection of your qualifications or performance during the interview process. We deeply regret any inconvenience this may cause and understand the impact this news has on your career plans.

If you have already incurred specific expenses related to your onboarding that were previously authorized, please contact [Contact Name/HR Department] at [Email/Phone Number] by [Date] to discuss reimbursement.

We appreciate the time and interest you invested in [Company Name] and wish you the very best in your future professional endeavors.

Sincerely,

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