**Sample Job Offer Withdrawal Letters**

**Withdrawal of Job Offer Letters**

**SAMPLE 1: WITHDRAWAL OF JOB OFFER LETTER (contingency issue)**

[Your company name]  
[Your company address]  
  
Date:

[Name]  
[Address]

Dear \_\_\_\_\_\_\_\_\_,

This letter is to notify you that we have withdrawn our job offer for the position of \_\_\_\_\_\_\_\_\_\_. Our offer was contingent upon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the results did not match the needs of this role. We wish you the best in your job search in the future.

If you have questions, please call \_\_\_\_\_\_\_\_\_\_\_ at [insert telephone number].

Sincerely,

[Name],

[Title]

[Signature]

**SAMPLE 2: WITHDRAWAL OF JOB OFFER LETTER**

[Your company name]  
[Your company address]  
  
Date:

[Name]  
[Address]

Dear \_\_\_\_\_\_\_\_\_,

As discussed by phone, there has been an unforeseen change in business plans requiring the withdrawal of our job offer. You are a skilled and impressive candidate. We wish you well in your future endeavors. Please let us know if we can assist you in your future job search efforts.

Sincerely,

[Name],

[Title]

[Signature]

**SAMPLE 3: WITHDRAWAL OF JOB OFFER LETTER**

[Your company name]  
[Your company address]  
  
Date:

[Name]  
[Address]

Dear \_\_\_\_\_\_\_\_\_,

Our offer letter dated [insert date] set a deadline for acceptance. The deadline has passed without acceptance, and the offer was therefore withdrawn. We're disappointed that you won't be joining our organization and wish you well in your future endeavors.  
  
Sincerely,

[Name],

[Title]

[Signature]