

ATTACHMENT

[Letterhead with VA LOGO]

[Insert Date]

[Insert Applicant's Name]

[Insert Applicant's Address]

**Subject:** Withdrawal of Employment Offer

On January 23, 2017, the President issued a Memorandum entitled "Hiring Freeze," which directed Executive branch departments and agencies, including the Department of Veterans Affairs (VA), to implement an across-the-board freeze on the hiring of Federal civilian employees. The Memorandum provides for certain, narrowly defined, exceptions.

On [insert date], you were extended a tentative offer of employment with VA as a [insert title, series, and grade] with the [insert name of employing organization and geographic location].

Unfortunately, your position does not fall within an exception to the January 23, 2017, Presidential Memorandum, and consequently, is being withdrawn. We apologize for any inconvenience and wish you the best with your career endeavors.

We appreciate your interest in employment with VA. If you are interested in other positions that VA has, please visit [www.vacareers.va.gov/careers](http://www.vacareers.va.gov/careers).

Sincerely,

[Signature of the HR Officer or Designee]

[Insert the Signature Block of the Human Resources Officer as the Appointing Official]