

# Job Offer Withdrawal Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance of the job offer for the position of [Job Title] at [Company Name], which was communicated to me on [Date of Job Offer].

This was a difficult decision for me, and I apologize for any inconvenience this may cause. I greatly appreciate the opportunity and your understanding in this matter.

Thank you once again for your consideration. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]