

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager'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's Name], which was scheduled to begin on [Start Date].

This decision has not come easily, and it is due to personal reasons that require my immediate attention. I have great respect for [Company's Name] and appreciate the opportunity you extended to me.

I apologize for any inconvenience this may cause and hope to remain in good standing for future opportunities. Thank you for your understanding.

Sincerely,

[Your Name]