

Job Offer Withdrawal Letter

[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 [Job Title] position with [Company's Name], which I was offered on [Date of Offer].

After careful consideration, I have encountered health-related concerns that require my immediate attention and, unfortunately, prevent me from taking on this role at this time.

I sincerely appreciate the opportunity and support extended to me during the hiring process. I regret any inconvenience caused by my decision and hope to stay in touch for any future opportunities when my situation improves.

Thank you once again for your understanding.

Warm regards,

[Your Name]