

[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 I had accepted on [Date of Acceptance].

Unfortunately, I have encountered unexpected relocation issues that make it impossible for me to pursue this opportunity at this time. This decision was not made lightly, as I was very much looking forward to joining the team and contributing to the company.

I appreciate the offer and the confidence you placed in me. I wish [Company's Name] continued success and hope to cross paths in the future under different circumstances.

Thank you for your understanding.

Sincerely,

[Your Name]