

Job Offer Withdrawal Letter

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

After careful consideration, I regret to inform you that I must withdraw my acceptance of the job offer for the [Job Title] position at [Company Name]. While I was very excited about the opportunity, I have encountered unforeseen relocation concerns that will prevent me from transitioning to [Location] at this time.

I sincerely appreciate the offer and the trust that you placed in me. I have a great deal of respect for [Company Name] and the team I met during the interview process. It was not an easy decision to make.

Thank you once again for the opportunity. I hope to cross paths in the future under different circumstances.

Wishing you and the team all the best.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]