

Job Offer Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient 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 extended to me on [Date of Job Offer].

After careful consideration, I have decided that due to unforeseen circumstances regarding my relocation, I will not be able to join your esteemed organization at this time. This decision was not made lightly as I was looking forward to working with your team.

I greatly appreciate the opportunity and the trust you placed in me by offering this position. I wish [Company Name] continued success in the future and hope to cross paths again.

Thank you for your understanding.

Sincerely,

[Your Name]