

Withdrawal of Job Offer

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 at [Company Name] due to unforeseen family commitments that require my immediate attention.

This was not an easy decision for me, as I was truly looking forward to joining your esteemed company and contributing to the team. I deeply appreciate the opportunity extended to me and the time you invested in the recruitment process.

I sincerely apologize for any inconvenience this may cause and hope to stay in touch regarding potential opportunities in the future.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Phone Number]

[Your Email Address]