

Job Offer Withdrawal Letter

Date: [Insert Date]

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer'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 Name], which I accepted on [Date of Acceptance].

Regrettably, I must withdraw due to unforeseen health reasons that prevent me from moving forward in this role. This decision was not made lightly, and I sincerely apologize for any inconvenience this may cause.

I would like to express my gratitude for the opportunity and the trust you placed in me. I have great respect for your team and the work you do, and I hope to remain on good terms in case there are possibilities in the future.

Thank you for your understanding.

Sincerely,

[Applicant's Name]
[Phone Number]
[Email Address]