

Job Offer Cancellation Letter

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally inform you that I must withdraw my acceptance of the job offer for the [Job Title] position at [Company Name], which I had initially accepted on [Acceptance Date].

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my long-term career goals. This was not an easy decision, as I hold [Company Name] in high regard and was looking forward to joining your team.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding. Thank you once again for the opportunity and your kindness throughout the hiring process.

Wishing you and the team all the best for the future.

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