

Cancellation because candidate cannot join

Subject: Cancellation of Job Appointment

Dear [Candidate's Name],

We acknowledge your communication regarding your inability to join [Company Name] on [Joining Date] for the position of [Job Title]. Accordingly, we consider your job appointment canceled.

We respect your decision and appreciate your honesty. Please feel free to apply with us in the future if your circumstances change.

Best wishes for your career path ahead.

Warm regards,

[Your Name]

[Position]

[Company Name]

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