

Professional Email for Not Joining After Accepting Offer

Subject: Withdrawal from Accepted Job Offer

Dear [Hiring Manager's Name],

I hope you are doing well. I am writing to inform you that, after careful consideration, I will not be able to join [Company Name] despite having previously accepted the offer for the [Position Name]. This decision was not easy, but due to unforeseen personal circumstances, I must withdraw. I sincerely apologize for any inconvenience this may cause and greatly appreciate the opportunity you offered me.

Thank you for your understanding and support.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/not-joining-after-accepting-offer>