

Formal Letter to HR About Not Joining

Subject: Withdrawal from Employment Offer

Dear Human Resources Team,

I am writing to formally withdraw my acceptance of the employment offer for the position of [Position Name] at [Company Name]. Due to unforeseen personal commitments, I am unable to commence employment as planned.

I apologize for any inconvenience this may cause and thank you for the opportunity and understanding.

Sincerely,

[Your Name]

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