

Candidate withdrawing from job offer

Subject: Withdrawal of Acceptance

Dear [Hiring Manager Name],

I am writing to formally withdraw my acceptance of the job offer for the position of [Position Name] at [Company Name]. Due to unforeseen personal circumstances, I am unable to join at this time.

I apologize for any inconvenience this may cause and sincerely thank you for your understanding.

Best regards,

[Candidate Name]

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