Quick and Simple Email for Not Joining

Subject: Withdrawal from Job Offer

Hi [Hiring Manager's Name],

I wanted to let you know that I will not be joining [Company Name] for the [Position Name]. I apologize for the late notice and any inconvenience this may cause.

Thank you for the opportunity and understanding.

Best,

[Your Name]

Get more templates here:

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