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]

Get more templates here:

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