Not Joining After Signing Appointment Letter

[Your Name]

[Your Address]

[Email Address]

[Phone Number]

[Recipient's Name]

[Date]

[City, State, Zip Code]



necessary.

Once again, I apologize for any inconvenience this may have caused and thank you for considering me for the position.

Wishing you and [Company Name] continued success in all your endeavors.

Sincerely,

[Your Name]