Professional Non-Joining Letter

Subject: Notice of Non-Joining

Dear [Manager/HR Name],

I am writing to formally inform you that I will not be able to join [Company Name] as [Position Title], despite having signed the appointment letter dated [Date]. After careful consideration, I have decided to pursue another opportunity that aligns better with my personal and professional goals.

I sincerely apologize for any inconvenience caused and appreciate the opportunity extended to me.

Thank you for your understanding.

Sincerely,

[Your Name]

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