Friendly Non-Joining Email

Subject: Update on Joining Status

Hi [HR Name],

I hope you are well. I wanted to let you know that I wonâ€™t be able to join [Company Name] as previously agreed. I truly value the offer and the time spent during the hiring process, but Iâ€™ve decided to move in a different direction.

Thank you for your understanding.

Best,

[Your Name]

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