Emotional Non-Joining Letter

Dear [Hiring Manager Name],

It is with deep regret that I must inform you that I will not be able to join [Company Name] as [Position Title], despite having signed the appointment letter. This decision was not made lightly, and I sincerely apologize for any inconvenience this may cause to the team.

I am grateful for the confidence and offer extended to me and hope this will not cause lasting difficulty for your hiring plans.

Thank you for your understanding.

Warm regards,

[Your Name]

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