

Conditional Non-Joining Letter

Subject: Non-Joining Notification

Dear [HR Name],

I am writing regarding the appointment letter I signed for the position of [Position Title]. Due to unforeseen personal circumstances, I am unable to proceed with joining [Company Name] at this time. I sincerely apologize for any disruption caused by this change.

I hope to maintain a positive relationship with the organization for potential future opportunities.

Thank you for your understanding.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/not-joining-after-signing-appointment-letter>