

## Official apology for declining accepted job offer

Dear [Hiring Manager's Name],

Subject: Apology for Not Joining the Company

I hope this message finds you well. I am writing to sincerely apologize for not being able to join [Company Name] as previously agreed upon. Due to unforeseen personal circumstances, I am unable to commence employment at this time.

I deeply regret any inconvenience this may have caused to your team and recruitment process. I truly appreciate the opportunity extended to me and your trust in my abilities.

Thank you for your understanding, and I hope we may cross paths in the future.

Sincerely,

[Your Name]

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