

Informal apology via email

Hi [Hiring Manager's Name],

Subject: Apology for Change in Joining Plans

I wanted to reach out to apologize for not being able to join [Company Name] as planned. Some personal matters have unexpectedly arisen, making it impossible for me to start.

I am truly grateful for your offer and support, and I regret any disruption this may have caused.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-apology-letter-for-not-joining-company-after-accepting-offer>