

Concise professional apology

Dear [Hiring Manager's Name],

Subject: Apology for Non-Joining

I regret to inform you that I am unable to join [Company Name] as previously agreed. I apologize for any inconvenience this may cause and sincerely appreciate your understanding.

Kind regards,

[Your Name]

Get more templates here:

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