

Polite Resignation Letter after Offer of Employment Withdrawn

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing in response to the recent communication regarding the withdrawal of the employment offer for the position of [Job Title] at [Company Name].

While I am understandably disappointed, I sincerely appreciate the time, effort, and consideration that both you and the [Company Name] team invested in my application process. I am grateful for the opportunity to learn more about your organization and the values you uphold.

Given the change in circumstances, I must formally withdraw my acceptance of the offer. I respect your decision and understand that unforeseen situations can arise, impacting business needs and staffing plans.

I wish [Company Name] continued growth and success, and I hope our paths may cross again in the future. Thank you again for your professionalism and courtesy throughout this process.

Warm regards,

[Your Name]