

# Resignation Letter Sample Due to Job Offer Withdrawal

A resignation letter sample due to job offer withdrawal serves as a formal document used by an individual to notify their current employer about their decision to resign after the unexpected withdrawal of a new job offer. This letter clearly communicates the circumstances surrounding the withdrawal, expresses gratitude for the opportunities provided by the current employer, and maintains a professional tone to ensure a positive relationship. Crafting such a letter with **resignation letter due to job offer withdrawal** in mind helps in managing the transition smoothly and upholding professional integrity.

## Sample Resignation Letter

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I had previously accepted a job offer from another organization and, subsequently, initiated this transition. However, I have recently been informed that the job offer has been unexpectedly withdrawn. After careful consideration, I have decided to continue with my resignation as initially planned so that I can reassess my career path and future opportunities.

I want to express my sincere gratitude for the opportunities, guidance, and support provided to me during my tenure at [Company Name]. I have appreciated working alongside talented colleagues and contributing to the team.

I am committed to ensuring a smooth and seamless transition. Please let me know how I can help during the handover period.

Thank you once again for everything. I am hopeful that our paths may cross again in the future and wish the company continued success.

Sincerely,

[Your Name]