

## Sample Resignation Letter Citing Job Offer Cancellation

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Manager's Name],

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

I originally intended to move on to a new opportunity; however, the job offer I accepted was unexpectedly withdrawn due to unforeseen circumstances outside my control. Although this was not part of my intended career path, after careful consideration, I have decided to move forward with my resignation in light of the recent developments.

I want to express my sincere gratitude for the opportunities and experiences I have gained at [Company Name]. I appreciate the support and guidance I have received from you and the entire team during my tenure here. It has truly been a pleasure working with everyone, and I am especially thankful for the professional growth and positive work environment.

Please let me know how I can assist during the transition period. I am committed to making this change as seamless as possible and will do my utmost to complete outstanding tasks before my departure.

Thank you again for your understanding and support. I hope to keep in touch, and I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]