

## Apology Letter Sample for Not Replying to Job Offer Email

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to sincerely apologize for not responding to your job offer email promptly. I greatly appreciate the opportunity you have extended to me for the position of [Job Title] at [Company Name].

Unfortunately, due to [briefly explain reason for delay, e.g., personal circumstances, unexpected commitments, or oversight], I was unable to reply to your message in a timely manner. I understand the importance of prompt communication, especially regarding such significant matters, and I sincerely regret any inconvenience my delayed response may have caused.

Please know that your offer is truly valued, and I am grateful for the trust and confidence you have shown in me. I am still very interested in joining [Company Name] and contributing to your team, should the opportunity still be available.

Thank you once again for considering me for this role. Please let me know if it would be possible to continue with the recruitment process, or if there are any further steps that need to be taken from my end.

I appreciate your understanding and look forward to your response.

Sincerely,  
[Your Name]