

Resignation Letter Template after Job Offer Was Taken Back

Below is a sample resignation letter you can use if you need to resign after a new job offer has been withdrawn:

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Today's Date]

[Recipient Name]
[Recipient Title/Manager]
[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 today].

I would like to briefly explain that my decision was made after accepting an external job offer which, unfortunately, was subsequently withdrawn due to unforeseen circumstances. After thoughtful consideration, I have decided to move forward in a direction that aligns with my personal and professional goals.

I am truly grateful for the opportunities and experiences I have had during my time at [Company Name]. I appreciate your guidance and the support of my colleagues, which have been valuable to my growth.

I am committed to assisting in the transition period to ensure a smooth handover of my responsibilities, and I will do everything I can to help minimize disruption.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,
[Your Name]

Tips:

- Keep your letter concise and professional.
- Avoid sharing unnecessary details or negative comments.
- Offer to help during the transition.
- Express gratitude to maintain positive relations.