

# Formal Resignation Letter Sample – Retraction of Job Offer

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Current Company Name], effective immediately. This decision has been prompted by an unforeseen circumstance: the offer of employment I had previously accepted from [New Company Name] has recently been rescinded.

I deeply regret any disruption or inconvenience this may cause, as it was my intention to transition smoothly and professionally. The revocation of the job offer was unexpected, and I have given this matter careful consideration before reaching my conclusion.

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my time at [Current Company Name]. Thank you for your leadership and support throughout my tenure. I am committed to ensuring a prompt and effective handover of my current responsibilities and will do everything possible to assist in making this a smooth transition.

Please let me know how I can help during this period. I appreciate your understanding regarding my situation. I value the professional relationships I have developed here and hope to maintain them in the future.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]