

Sample Resignation Letter After Employer Withdraws Offer

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally acknowledge your recent communication regarding the withdrawal of the employment offer for the position of [Job Title] at [Company Name].

While I am disappointed by this unexpected development, I appreciate your consideration and the time taken to review my application and conduct the interview process. I understand that business needs and circumstances may change, and I respect your decision.

Given this change, I am officially withdrawing my candidacy/resigning from the onboarding process as previously discussed. I remain grateful for the opportunity to have engaged with your team, and I appreciate your transparency throughout the hiring process.

Thank you again for your time and consideration. I wish [Company Name] continued success and would welcome the opportunity to connect in the future should circumstances allow.

Sincerely,
[Your Name]