

Resignation Letter Template Following Withdrawn Job Offer

[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 Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

My decision to resign comes after a great deal of consideration. I recently accepted an external job offer which has since been unexpectedly withdrawn by the employer. While this has placed me in a difficult position, I believe it is in my best personal and professional interest to proceed with my initial intention to transition from [Company Name].

I want to sincerely thank you and the entire team for the support, guidance, and opportunities I have received during my time here. I have learned and grown immensely and deeply appreciate everything the company has done for me.

I am committed to assisting with the transition and ensuring a smooth handover of my responsibilities. Please let me know how I can help during this notice period.

Thank you once again for the positive experiences and support. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]