

Letter Declining a Job Offer after Accepting it

Kurt Jensen

1234 Willow Lane

Hometown, XYZ 45678

[Date]

Seth Simpson

Human Resources Manager

Acme Corporation

5678 Market Street

Industry City, ABC 12345

Dear Mr. Simpson,

I hope this letter finds you well. I am writing to you with a heavy heart and a sense of deep regret. After much contemplation and due to unforeseen personal circumstances, I find myself in the difficult position of having to decline the job offer for the position of [Job Title] at Acme Corporation, which I had previously accepted with enthusiasm.

Please understand that this decision was not made lightly. Since accepting the offer, there have been significant changes in my personal situation that have led me to reassess my current priorities and capabilities. After careful consideration, I have concluded that it would not be feasible for me to proceed with the employment at this time, as I would not be able to commit fully to the responsibilities required by the role.

I want to express my sincerest apologies for any inconvenience my decision may cause to you and the team at Acme Corporation. I hold Acme Corporation and the team I've interacted with in high regard, and it was a genuine honor to be considered for the role. I am truly grateful for the opportunity and your understanding in this matter.

I hope that my decision will not prevent future opportunities for collaboration or adversely affect the relationship between us. I have the utmost respect for Acme Corporation and its mission, and I would welcome the chance to explore potential opportunities at a more appropriate time in the future, circumstances permitting.

Thank you once again for your understanding and kindness throughout this process. Please extend my gratitude to all those involved in the selection process for their time and consideration. I wish you and Acme Corporation continued success and hope that we may cross paths under different circumstances.

Yours sincerely,

Kurt Jensen