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# Decline Offer Letter After Accepting

**John Doe**

123 Maple Street

Springfield, IL 62704

johndoe@example.com

(555) 123-4567

July 26, 2024

**Jane Smith**

Hiring Manager

ABC Corporation

456 Oak Avenue

Springfield, IL 62701

Dear Jane Smith,

I hope this message finds you well. I am writing to inform you that, after much consideration, I have decided to withdraw my acceptance of the Marketing Coordinator position at ABC Corporation, which I previously accepted.

This was a very difficult decision for me, as I was looking forward to joining your team and contributing to ABC Corporation. However, due to unforeseen personal circumstances that have arisen, I find myself unable to proceed with the commitment I made.

I sincerely apologize for any inconvenience this may cause and deeply regret any disruption this may bring to your hiring process. I have great respect for ABC Corporation and the opportunity you extended to me, and I hope to have the chance to work together in the future under different circumstances.

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Thank you again for your understanding and for the opportunity. I wish ABC Corporation continued success and growth.

Warm regards,

**John Doe**