

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Hiring Manager Name or Recruiter Name]  
[Company Name]  
[Company Address]

Re: Cancellation of Placement / Withdrawal of Acceptance for [Job Title]

Dear [Name of Contact Person],

I am writing to formally notify you that I must cancel my upcoming placement and withdraw my acceptance of the [Job Title] position, which was scheduled to begin on [Start Date].

After careful consideration, I have decided to withdraw due to [mention brief reason, e.g., an unexpected change in personal circumstances / a different career opportunity that aligns more closely with my long-term goals].

I sincerely apologize for any inconvenience this decision may cause you and your team. I appreciate the time you invested in the recruitment process and the opportunity to learn more about [Company Name].

Thank you for your understanding. I wish the company continued success.

Sincerely,

[Your Signature]

[Your Printed Name]