Date

To

[Recipient Nam]  
[Company Name]  
[Address: City, SATE, ZIP]

Re. Apology for Not Joining the Company

Dear Mishra,

It is not enough to express my gratitude, the feeling of honor, and pleasure by receiving the letter of my appointment for Assistant Finance Manager. I gave an interview for the position of Assistant Finance Manager on 20th April 20XX. I received this letter of appointment yesterday i.e. on 20th May 20XX. The gap of one month made me confused about the appointment and I lost my expectations for the job.

I started applying for other jobs and found one. Luckily, I was recruited in the department of Auditing as Field Finance Director. To work as Field Finance Director has always been a dream which came true a week before. That company needed fulfilling the vacancy as soon as possible and they recruited me by sending an appointment letter just after four days of my interview. Working as Field Finance Director would add a lot in my career, and I realize high chances of getting a promotion within a year or so.

By giving the above description, I intend to excuse for not joining the company as Assistant Finance Manager. I regret that I could not join your company as it was amazing experience of interacting with the team of your company.

I hope to enjoin the team of your company sometime in the future. I am grateful to you for considering me to be part of such an amazing, assiduous, and hardworking team.

Thank you

Sincerely

(Signature)