Date

To

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

Re. Excuse for Not Being Able to Join the Company

Dear Shirley,

I am glad to find the appointment letter by your company which has been one of my utmost desires to work with such a strong team. I was interviewed on 14th May 20XX for the post of Senior HR Manager which went well as a great experience to interact with amazing and some of the strongest heads of the country.

I regret that I am unable to join the company now because after being interviewed, I inspired a lot by the interviewing committee; I made up my mind, after making a lot of research and thinking, to start my own business. I am determined to be one of the great entrepreneurs of the country and have started working on that. I realized that my stance does not fit to work in the patterns of job.

I hope that you will be pleased to read this piece of apology and would not mind my inability to join the company. I found your company a great place of working and I would love to work with this company but at a different level of interaction.

Once again, I thank you for considering me capable to work in this prestigious company. Kindly pardon me for any inconvenience caused by this.

Thanks again!

Sincerely

(Signature)