**Subject: Apology for not Joining the Company**

First, I would like to thank you for your consideration. I received an email from your company to confirm that I have been appointed as an Assistant to IT Officer in the department of Planning and Development in the technical services wing. I am overly excited to know about the confirmation received. It was one of my greatest desires to work in the [name of the company].

However, I am sorry to tell you that I am unable to join the company at the moment. I am a foreign resident currently living in the [country]. Our foreign office has some reservations about renewing visas due to internal conflicts in the Immigration and Passports Services Office (IPSO), [country]. I have requested them for the speedy processing of my application but due to internal squabbles and recurring conflictual issues, they are unable to process my application.

I do not want the company to suffer and wait for an employee for a long time to join. However, if the work can be done remotely for three to six weeks, then I can join the company.

I am sorry for the inconvenience caused. I will be grateful if you let me know of your decision as soon as possible. Thank you for your kindness.

Please find attached my letter of appointment and email of confirmation.

Regards

[Name]  
[residence]  
[date]