

Withdrawal from Engagement Offer

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance of the engagement offer extended to me on [insert date of offer].

After careful consideration, I have decided to pursue a different path that aligns more closely with my personal and professional goals. This was not an easy decision for me, as I hold your organization in high regard.

I sincerely appreciate the opportunity you offered me and the kindness you showed throughout the hiring process. I wish you and the team continued success in all your endeavors.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Contact Information]