

# Job Offer Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my job offer for the position of [Job Title] at [Company Name], which was extended to me on [Date of Offer].

After much consideration, I have decided to pursue a different opportunity that aligns more closely with my career goals.

I appreciate the time and effort you have put into the hiring process, and I am grateful for the offer. I hope to keep the door open for future opportunities to work together.

Thank you for your understanding.

Sincerely,

[Your Name]