

Letter of Job Offer Withdrawal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance of the executive job offer for the position of [Job Title] at [Company Name], which I accepted on [Acceptance Date].

After careful consideration, I have decided to pursue a different opportunity that aligns more closely with my long-term career goals. I greatly appreciate the trust and confidence you placed in me during the hiring process, and I am grateful for the opportunity to join such a reputable organization.

I apologize for any inconvenience this decision may cause and thank you once again for your understanding. I wish [Company Name] continued success in the future.

Warm regards,

[Your Name]