

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Hiring Manager's Name],

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

After careful consideration, I have decided to pursue a different opportunity that I believe aligns more closely with my career goals. It was a difficult decision to make, as I hold [Company Name] in high esteem, and I was genuinely excited about the role and the team.

I sincerely apologize for any inconvenience this may cause, and I appreciate your understanding of my situation. I want to extend my gratitude for the opportunity and the support you and your team offered throughout the hiring process.

Thank you for your understanding, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]