

# Job Position Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance for the [Job Position] at [Company's Name], which I had previously accepted on [Date of Acceptance].

After careful consideration and reflection, I have decided to pursue another opportunity that aligns more closely with my career goals. I sincerely appreciate the offer and the time you invested in the interview process.

I apologize for any inconvenience this may cause and hope to maintain a positive relationship moving forward. Thank you once again for the opportunity and your understanding.

Best regards,

[Your Name]