

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 [Job Title] position at [Company Name], which I had previously accepted on [Acceptance Date].

After careful consideration, I have decided to accept another position that aligns more closely with my career goals. I sincerely appreciate the opportunity to join your team and the time you invested in the hiring process.

Thank you once again for your understanding, and I hope to cross paths in the future.

Best regards,

[Your Name]

[Your Contact Information]