

Letter of Job Offer Withdrawal

Date: [Insert Date]

[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 notify you that I must withdraw my acceptance of the job offer for the position of [Job Title] with [Company Name], which I was scheduled to commence on [Start Date].

After much reflection, I have decided to pursue a different career path that aligns more closely with my long-term goals and aspirations. This decision was not made lightly, and I sincerely appreciate the opportunity you extended to me and the trust you placed in my abilities.

I apologize for any inconvenience my withdrawal may cause and hope that you understand my position. I wish [Company Name] continued success and hope our paths may cross again in the future.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]