

Job Offer Withdrawal Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer'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], which I was set to start on [Start Date].

After careful consideration, I have decided to pursue further education opportunities that will help me gain additional skills and knowledge in my field. This decision was not made lightly, as I have great respect for [Company Name] and the team.

I sincerely appreciate the opportunity you have extended to me and the support provided throughout the hiring process. I hope to remain in touch and would be grateful if you could keep my application on file for future reference.

Thank you for your understanding. I wish [Company Name] continued success and hope to cross paths in the future.

Warm regards,

[Your Name]