

Withdrawal from Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance of the job offer for the [Position Title] position at [Non-Profit Organization's Name], which I received on [Offer Date].

This decision was not made lightly, and I genuinely appreciate the opportunity and the time taken to consider my application.

Thank you for your understanding.

Best regards,

[Your Name]