

Withdrawal of Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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 position of [Job Title] at [Company Name], which we discussed following my final interview on [Date of Interview].

After careful consideration and reflection on my career goals and the insights gathered during the interview process, I have decided to pursue another opportunity that aligns more closely with my professional aspirations.

I genuinely appreciate the time and effort you and your team dedicated to the interview process and the generous offer. I hold [Company Name] in high regard and hope to keep the door open for possible future collaboration.

Thank you once again for the opportunity. I wish you and the team continued success.

Sincerely,

[Your Name]