

# Job Offer Acceptance Withdrawal

Date: [Insert Date]

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

[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

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's Name], which I had accepted on [Date of Acceptance].

After careful consideration, I have come to realize that the company culture may not align with my professional values and expectations. This decision was not made lightly, as I hold [Company's Name] in high regard and appreciate the opportunity you extended to me.

I want to thank you and the team for the kindness and support shown to me throughout the hiring process. I wish [Company's Name] continued success and hope to stay connected in the future.

Thank you for your understanding.

Sincerely,

[Your Name]