

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

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

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my long-term career goals. I sincerely appreciate the offer and the confidence you showed in me, and I am grateful for the time and resources you invested in the hiring process.

I deeply regret any inconvenience my withdrawal may cause, and I hope to keep the door open for potential future collaborations.

Thank you once again for your understanding.

Best regards,

[Your Name]