

Job Offer Acceptance Withdrawal

Date: [Insert 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 [Date of Acceptance].

After careful consideration, I have decided to change my career direction and pursue opportunities that align more closely with my current goals and aspirations. This decision was not made lightly, as I have great respect for your team and the work being done at [Company's Name].

I truly appreciate the opportunity you extended to me and the confidence you showed in my abilities. I apologize for any inconvenience this may cause and hope to maintain a positive relationship in the future.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]