

[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 had accepted on [Acceptance Date].

After careful consideration, I have decided to withdraw due to personal reasons that require my immediate attention.

I sincerely appreciate the opportunity you provided me and the time spent with your team during the interview process. I hold [Company's Name] in high regard, and it was a difficult decision for me to make.

Thank you for your understanding. I wish [Company's Name] continued success in all future endeavors.

Warm regards,

[Your Name]