

Letter of Withdrawal of Job Offer Acceptance

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 [Job Title] position that I recently accepted on [Date of Acceptance].

After careful consideration, I have decided to explore other opportunities that align more closely with my career goals and personal circumstances. This was not an easy decision, and I appreciate the time and effort you and your team have invested in the hiring process.

Thank you for your understanding. I wish [Company Name] continued success and hope to cross paths again in the future.

Sincerely,
[Your Name]