

# Job Offer Acceptance Withdrawal

[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 previously accepted on [Acceptance Date].

After careful consideration of my career goals and aspirations, I have decided to pursue an opportunity that better aligns with my professional growth objectives. This was not an easy decision, as I hold your organization in high regard and was looking forward to joining your team.

I sincerely appreciate the opportunity you have provided me and the confidence you placed in me during the hiring process. I regret any inconvenience my decision may cause and hope to keep in touch in the future.

Thank you once again for your understanding.

Warm regards,

[Your Name]