

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance of the project-based job offer for the position of [Job Title] at [Company's Name], which I received on [Date of Offer].

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my career goals.

I appreciate the time and effort invested by you and your team throughout the hiring process. I am grateful for the offer and I sincerely apologize for any inconvenience my decision may cause.

Thank you once again for the opportunity. I wish [Company's Name] continued success.

Sincerely,

[Your Name]