

Withdrawal from Academic Position Offer

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department/University Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance of the offer for the [specific position] at [University/Department Name], which I was set to begin on [start date].

After careful consideration, I have decided to pursue a different opportunity that aligns more closely with my current professional goals.

I sincerely appreciate the opportunity you provided and the trust you placed in me. I would like to thank you and the faculty for your support throughout the selection process.

Thank you once again for your understanding.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Address]