

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance from the co-op program offer at [Company/Organization Name], which was scheduled to start on [Start Date].

This decision was not easy to make, as I greatly appreciate the opportunity and the confidence shown in me. However, due to [brief reason for withdrawal], I believe it is in my best interest to pursue a different path at this time.

I want to thank you for this opportunity and for your understanding of my situation. I hope to keep the door open for potential future interactions.

Thank you for your time and consideration.

Sincerely,

[Your Name]