

# Job Offer Withdrawal Letter

[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 want to express my gratitude for the job offer for the position of [Job Title] at [Company Name] that was extended to me on [Date of Offer]. After careful consideration, I have decided to withdraw my acceptance of the offer.

Recently, I have been presented with an opportunity that aligns more closely with my career goals and aspirations. It was a difficult decision to make, as I hold [Company Name] in high regard and appreciate the time and effort you invested in my interview process.

I sincerely apologize for any inconvenience this may cause and hope you understand my decision. I wish [Company Name] continued success and hope our paths may cross in the future.

Thank you once again for your understanding.

Best regards,

[Your Name]