

Withdrawal from Job Offer

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your Phone Number]

[Hiring Manager's Name]

[Company's Name] [Company's Address] [City, State, Zip Code]

Dear [Hiring Manager's Name],

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

After careful consideration, I have decided to pursue another opportunity that more closely aligns with my career goals. I want to express my gratitude for the offer and the time you and the team invested in the interview process.

Thank you once again for your understanding. I wish [Company's Name] continued success, and I hope our paths may cross again in the future.

Sincerely,

[Your Name]