

Letter of 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 Name]

[Company 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 job offer for the position of [Job Title] at [Company Name], which I was offered on [Date of Offer].

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my career goals at this time. I truly appreciate the offer and the time you and your team have invested in my application process.

I have great respect for [Company Name] and I hope to keep in touch in the future.

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

Sincerely,

[Your Name]