

Letter of Withdrawal from Job Acceptance

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 am writing to formally withdraw my acceptance of the [Job Title] position at [Company Name], which I had accepted on [Date of Acceptance].

This decision was not made lightly, but after careful consideration, I have decided to pursue another opportunity that aligns better with my career goals.

I sincerely appreciate the offer and the time you invested in the interview process. I am grateful for the opportunity to connect with your team and learn about the exciting work happening at [Company Name].

Thank you once again for your understanding, and I wish [Company Name] continued success in the future.

Sincerely,
Your Name