# Sample Withdrawal Letter

Street Address

City, State, Zip

Date of writing

Name

Title

Company

Street Address

City, State, Zip

Dear Mr./Ms.:

I want to express my sincerest appreciation for the opportunity to interview with (company). I valued our discussion about the position responsibilities, as well as the career possibilities within the firm, but find that they do not closely match my goals. I am therefore respectfully withdrawing from consideration.

Thank you for providing the opportunity to interview with you, to discuss career possibilities, and to learn about the work of your organization. Best wishes for your company's continued success.

Sincerely,

(Handwritten sig.)

Your name, typed

**IM A. SAMPLE**

**1234 North 55 Street**

**Bellevue, Nebraska 68005**

**(402) 292-2345**

**(Current Date)**

**Mary Peterson, Manager**

**Accounting Department**

**XYZ Company**

**10 Dear Park Drive**

**Omaha, Nebraska 68102**

**Dear Ms. Peterson:**

**I am writing to inform you that I am withdrawing my application for the Junior Accountant position we discussed last week. As I indicated then, I have a strong interest in relocating to the West Coast and have been exploring several career opportunities in that area. Earlier this week I was offered and, after careful consideration, have accepted a position with an accounting firm in San Francisco.**

**I want to express my sincere appreciation for the time and interest you showed in me and my background during our interview. I truly enjoyed meeting you and learning more about XYZ Company and the exciting projects you have planned. Again, thank you for your consideration. I wish you much success in facing the challenges ahead.**

**Sincerely,**

**Im A. Sample**