

Sample Withdrawal Letter. Provided by UK's James W. Stuckert Career Center

3456 Westview Road
Lexington, Kentucky 40504
April 20th, 2007

Mr. Henry Turner
Human Resources Manager
XYZ Engineering Company
12123 West Center Road
Louisville, Kentucky 68134

Dear Mr. Turner:

Thank you very much for offering me the position of engineer at XYZ Engineering Company. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have an excellent team and there are many aspects of the position that are very appealing to me. However, after careful consideration, I believe it is in our mutual best interests that I decline your kind offer. I have accepted a position that I feel is a better match for my career goals. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you again for the consideration and courtesy giving to me throughout the hiring process. It was a pleasure meeting you and the rest of the team.

Sincerely,

Brandon Carr