



Ready Reference F-11 Sample Withdrawal Letter

Withdrawal Letter

Use the heading from your resume for your contact information

Date

Ms. Joan James, Human Resources Director
Engineering Firm
City, State Zip

Dear Ms. James:

I am writing to withdrawal my application from consideration for the Engineer Trainee position in Las Vegas. As I indicated in my interview, I have been exploring several employment opportunities. Yesterday I was offered a Project Manager position with a company in Denver. After careful consideration, I have decided to accept the offer. The position provides a very good match for my interests at this point in my career.

I want to express my appreciation for your interviewing me and considering me for the position. I enjoyed meeting you and the engineering design team members, and learning about the innovative programs you are planning. I continue to be very impressed with the Engineering Firm organization, and wish you and your staff well.

Sincerely,

Nancy Regretful