

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

Please accept this letter as formal notification that I am withdrawing my acceptance of the job offer for the position of [Job Title], which was scheduled to begin on [Start Date].

After careful consideration, I have decided to pursue another opportunity that more closely aligns with my current career goals. This was a difficult decision, and I sincerely apologize for any inconvenience this may cause your team and the recruitment process.

Thank you for the offer and for the professional manner in which the interview process was conducted. I wish [Company Name] continued success in the future.

Sincerely,

[Candidate Signature]

[Candidate Printed Name]