



# Sample Withdrawal Letter

F9

789 College Street  
City, State Zip  
Date



Em Ployed's  
Address

Ms. Joan James  
Human Resources Director  
Worldwide Food Associates  
123 Microwave Avenue  
City, State Zip

Dear Ms. James:

I am writing to withdraw my application from consideration for the production management position in Las Vegas. As indicated in my interview, I have been exploring several employment opportunities. Yesterday I was offered a Quality Assurance Manager position with a company in a Dallas. 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 plant management team members, and learning about the innovative new products you are planning for the future. I continue to be very impressed with Worldwide Food Associates, and wish you and your staff well.

Sincerely,

*Em Ployed*



Em Ployed's  
Signature

Em Ployed