

Letter of Withdrawal

Stephen F. Austin State University | Center for Career and Professional Development

The decision to send a letter of withdrawal is usually coupled with the fact that you have received and accepted a job offer elsewhere. However, you may decide that a company is simply not a good match for your career interests and wish to withdraw your application for that reason. Either way you slice it, it is important to inform the company of your discontinued interest in a position. Never say anything negative about the employer, even if you had a negative experience. Maintain professional, courteous relations.

Your letter of withdraw should be sent out 24 hours after employer contact, or immediately upon reaching your decision. Hard copy is more formal than email; however, when speed is necessary, use email.

What to include

- Express your appreciation for their time, effort, and consideration
- Indicate that you would like to withdraw your application
- State your decision and provide an explanation
- Briefly explain the reason for your choice, sticking to the facts and not apologizing

Letter of withdrawal example

Justin (JT) Timberlake

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July 23, 2018

Nancy Drew
Executive Sleuth
Mysteries-R-Us
89 Whodunit Avenue
Houston, Texas 75000

Dear Ms. Drew:

I am writing to inform you that I am withdrawing my application for the Management Trainee position with Mysteries-R-Us. As I mentioned in my interview with you, I have been exploring several employment possibilities. This week I was offered a Management Trainee position with Hardy Mysteries and, after careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you very much for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative mysteries you are solving. You have a fine company and I wish you and your staff well.

Best wishes,

Justin Timberlake

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Enclosure