

Sample Letter – Withdrawing from Consideration

Be specific in the subject of the email: something like "Name – Application Withdrawal." Send withdrawal emails as soon as you decide this is not the job for you, or when you verbally accept another offer. Do not make the mistake of continuing to interview if you have said "yes" to another opportunity.

Your email should be brief and positive. If you choose to explain why, present the reason simply. Express your appreciation for their time.

Dear Andrea,

I appreciate your consideration for the position of Junior Graphic Designer with Walters & Associates. After further thought, I have decided to withdraw my application for the position. I recently accepted a position with another company, which better aligns with my future career goals.

Thank you for the time you spent discussing the opportunity with me, as well as the information you shared about the role, and the company.

Best regards,

Robert Smith