

Sample Application Withdrawal Letter

Your Street Address
City, State Postal Code

Date

Ralph Ullman, President
Ayer Corporation
6921 Hilltop Boulevard
Baltimore, MD 21250

Dear Mr. Ullman:

I am writing to inform you that I am withdrawing my application for the program coordinator position. This week, I was offered an administrative position with a local county government agency and, after careful consideration, I have decided to accept that offer. This position provides a suitable match for my interests at this point in my career.

I want to thank you for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative community programs that you have planned. You have an excellent organization, and I wish you and your staff well.

Sincerely,

Heather Ferguson

Adapted from National Association of Colleges and Employers (NACE), 2010



Career
Center